

## REGISTRATION FORM FOR DELEGATIONS

All delegations are required to submit a Registration Form outlining the key points to be presented by no later than 1:00 p.m. five (5) business days before the date of the applicable meeting for the request to be considered. The written presentation and materials must be submitted by 12:00 p.m. one (1) business day prior to the meeting. Trustees may ask questions of clarification after the presentation in accordance with Board Procedural By-Law 1-01, Article 7. Delegations are reminded that no decision on the issues presented will be made at the meeting. Delegations are allotted five minutes to present.

Meeting name & date: \_\_\_\_\_ Subject: \_\_\_\_\_

I wish to speak ONLY on my own behalf.

I wish to delegate as a spokesperson for: \_\_\_\_\_

I am an employee of the Board and my subject cannot be dealt with under a Board Collective Agreement.

**Please provide a brief summary of the subject of the delegation.**

The Board does not wish to prevent the expression of honest opinion, however, delegates should refrain from negative, critical or derogatory comments about identifiable persons.

Please read Dufferin-Peel Catholic District School Board By-Law # 1-01, Article 7 (*see reverse*) pertaining to delegations prior to signing, and returning the registration form to the Board and Committee Information Officer. The Board and Committee Information Officer will contact you to confirm the date and time of your delegation.

Please note that delegations will be only heard during the allotted period for delegations. If it is necessary to cancel the delegation, please do so in writing by email, fax or hand delivered copy at least 24 hours prior to the meeting: Phone 905-890-0708, Ext. 24433 or email: [cindy.child@dpcdsb.org](mailto:cindy.child@dpcdsb.org)

**Delegation Contact Information: \***

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\* **Municipal Freedom of Information and Protection of Privacy Act:** Personal information is collected under the legal authority of the *Education Act*, RSO 1990, c. E.2 and will be used by the Board and Committee Information Officer for corresponding with delegates. Questions about this collection should be addressed to the Manager, Records Management, Access & Privacy at 890-0708, Ext. 24443.

## **ARTICLE 7**

### **DELEGATIONS AND SUBMISSIONS**

**7.1 Delegations and Submissions:** The DPCDSB encourages the public to provide advice and information to the Board of Trustees to assist Trustees in making informed decisions. Written and in person delegations to the Board of Trustees may be made in accordance with the following:

- a) Subject to Section 7.1(e), delegates are required to register using the prescribed form no later than 1:00 p.m. five (5) business days before the date of the applicable meeting. A failure to complete the registration requirement, including failure to provide their speech, will result in the delegation request being declined unless otherwise permitted in this Article 7. All other written (including electronic) materials/presentations of delegates, including revisions to those previously submitted, must be submitted in their final form by 1:00 p.m. on the Monday immediately prior to the meeting. Notwithstanding the foregoing, if a person wishes to delegate regarding an item that appears on the agenda of a specific meeting, such person shall be permitted to delegate at that specific meeting regarding that item only provided that the request is made and all written (including electronic) materials/presentations and verbatim speech of the delegate are submitted in their final form by 1:00 p.m. on the Monday immediately prior to the specific meeting. As at all meetings, delegates will be advised that the Board of Trustees may not take action on the subject of the delegation at the meeting.
- b) The Director/Secretary and/or the Chair, in consultation with the Vice-Chair, reserve the following rights:
  - to accept or reject such materials, with notice of same provided to the delegate as soon as reasonably possible in the circumstances before the meeting. Personal or private information included in the delegate's materials will be redacted.
  - to decline any delegation to ensure compliance with DPCDSB policies and general administrative procedures and Applicable Laws, *including* those pertaining to privacy and human rights.
- c) If the delegate intends to use, or begins to use, the name/title/position of Staff members, or discloses any personal or other confidential information with respect to the Board of Trustees, a Committee or a student or their parent or guardian, the Chair may rule that the delegation is out of order or may require that the delegation be reconvened in-camera.
- d) The Chair may rule that the delegation is out of order and end the delegation, if, in the Chair's opinion, either of the following occurs:

- The information in the delegate's oral speech is significantly different than the written speech provided;
  - The delegate's speech, notes, and/or other materials contain, or if the Delegate begins to use language that, in the opinion of the Chair, constitutes either of the following:
    - A. an invasion of privacy, breach of confidentiality, defamation of character or is obscene; or;
    - B. discrimination against an individual or group of individuals based on a protected ground under the Ontario *Human Rights Code*, R.S.O. 1990, c. H. 19 , the Chair may rule the delegation out of order and end the delegation. The following are current the protected grounds:
      - age
      - Ancestry, colour, race
      - Citizenship
      - Ethnic origin
      - Place of origin
      - Creed
      - Disability
      - Family status
      - Marital status (including single status)
      - Gender identity, gender expression
      - Receipt of public assistance (in housing only)
      - Record of offences (in employment only)
      - Sex (including pregnancy and breastfeeding)
      - Sexual orientation.
- e) The public is strongly encouraged to make delegations to the appropriate Committee addressing the matter of concern prior to the matter coming before the Board of Trustees for consideration to allow Staff to consider and make recommendations to the Board of Trustees in connection with any matter raised in a delegation. For certainty, an individual or group making a delegation to a Committee may register to make the same or substantially similar submission or delegation to the Board of Trustees.
- f) Up to five (5) delegations in total may be received by the Board of Trustees or a Committee at any meeting. Notwithstanding the foregoing, the Chair, in consultation with the Vice-Chair and Director/Secretary, may approve delegations in excess of five (5) if such delegations comply with Section 7.1(a). In circumstances where there are more than five (5) delegations proposed and such additional delegations are not in compliance with Section 7.1(a), a majority of the Board of Trustees present and entitled to vote at a meeting may pass a motion to allow one or more additional delegations or may call an additional meeting. Each

delegation will be limited to five (5) minutes unless otherwise determined by the Board of Trustees.

- g) Once the delegate has completed their presentation, Trustees shall have an opportunity to ask questions of the delegate. Once Trustee questions to the delegate are completed, the delegate will leave the podium and be seated or, if the delegation occurs in an In-Camera meeting, the delegate will leave the room. Trustees may ask questions of Staff at an open meeting, but not while the delegate is at the podium. Trustees may ask questions of Staff at an In-Camera meeting, but not while the delegation is present in the room.
- h) Delegations deviating from the subject matter set out in the applicable registration form will be ruled out of order, however an individual making a delegation may answer questions asked by Trustees on any topic.
- i) During both public and In-Camera Meetings, it is the responsibility of the Chair to stop or caution the delegate if they begin to make specific derogatory comments about any person. The Chair will remind the delegate of the requirement to avoid negative, critical, or derogatory words and to focus on their concerns with respect to an issue or decision. If the delegate will not comply, the Chair may rule the delegation out of order. If the delegate becomes unruly, the Chair may, in their absolute discretion, remove the delegate(s) from the meeting for improper conduct in accordance with the *Education Act*.
- j) If the Board of Trustees refers a matter to Staff, through the Director/Secretary, in respect of which a submission or delegation is made, the Director/Secretary shall ensure the persons involved in the delegation are informed of the time and date at which the Staff report on the matter is to be reviewed by the Board of Trustees or Committee and information may be shared with the persons involved in the delegation in the discretion of the Director/Secretary.

7.2 **Persons Ineligible to Make Delegations:** Generally, all persons may make a delegation in respect of any Board of Trustees-related matter. However, Staff may not make submissions or delegations to the Board of Trustees or a Committee in respect of the following matters:

- a) collective agreements to which the DPCDSB is a party; or
- b) employee organizations (of which the speaker is, or is eligible to be, a member).

## **APPENDIX E –CODE OF CONDUCT FOR PUBLIC MEETINGS**

### **APPENDIX E-1 - AUDIENCE CODE OF CONDUCT FOR PUBLIC MEETINGS**

The Dufferin-Peel Catholic District School Board strives to ensure a safe and respectful environment for students, parents/guardians, trustees, staff, media and community members in attendance at public board and committee meetings.

As such, the following *Audience Code of Conduct* has been developed to promote and honour public attendance for observance purposes while allowing the Board of Trustees to conduct its business in a safe and respectful environment. The Audience Code of Conduct for Public Meetings will be enforced by security officers, police (if required), and board personnel.

Adhering to the *Audience Code of Conduct* ensures that school board meetings remain focused, respectful, and conducive to productive discussions about matters important to our educational community.

- i. Security staff is authorized to exercise discretion and require the inspection of the contents of any bag, briefcase, backpack, purse, or any other item brought onto DPCDSB property to ensure a safe environment.
- ii. Placards, banners, or posters or any form of signage are not permissible. Anyone with such articles will be asked to remove them from the premises.
- iii. Meetings are livestreamed through the DPCDSB's YouTube channel and are recorded by the DPCDSB for purposes of the livestream and for security purposes. Those in attendance at meetings are prohibited from using their own recording devices.
- iv. Audience members must remain in the designated audience area. Do not encroach upon or enter the boardroom meeting space.
- v. The audience's role is to observe the proceedings. Refrain from engaging in conversations that may distract from the meeting.
- vi. Maintain a demeanour of respect towards all individuals present, including board/committee members, staff, and fellow audience members. Refrain from disruptive behavior, including applause or comments during discussions as well as heckling, booing, or any behavior that may create a hostile or disruptive environment.
- vii. Disruptions of the meeting will not be tolerated and may result in being directed to leave the meeting, a recess of meeting proceedings and/or a transition to online observance only.
- viii. Threats, intimidating language and/or behaviour will not be tolerated.

Violations of this *Audience Code of Conduct* will not be tolerated and may result in a person being directed to leave; restricting/prohibiting attendance at future meetings; the issuance of a warning notice; the issuance of a notice of trespass, enforceable by Police, prohibiting attendance at or on any or all DPCDSB properties and events; a 911 call to Police.

## **APPENDIX E-2 - MEDIA ATTENDANCE AT BOARD AND COMMITTEE MEETINGS**

Subject to attendance capacities, media representatives may attend Board and Committee Meetings when the gallery is open to the public.

DPCDSB encourages media representatives to notify the General Manager of Communications and Community Relations Manager of their intention to attend a meeting at least 2 (two) business days in advance. This notification will assist DPCDSB in making necessary arrangements and providing any relevant materials.

### **Board Meeting Livestream Participation**

Media representatives are invited to participate virtually through the livestream of Board and Committee Meetings. The livestream provides an opportunity for media representatives to access and report on the proceedings remotely.

### **Recording Protocol**

Live recording of any kind is not permitted on the premises of the DPCDSB's Catholic Education Centre during Board or Committee Meetings without the express written permission of the Director/Secretary or General Manager of Communications and Community Relations.

### **Conduct**

Media representatives are expected to always conduct themselves in a professional and respectful manner while on DPCDSB properties and in any interactions with DPCDSB staff or stakeholders.

Media representatives must refrain from any behaviour that disrupts the proceedings or interferes with the rights of other attendees.