



BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure	Administrative Procedure Number
<b>Delegations to Board and/or Committee Meetings</b>	<b>106</b>
Directional Policy	
<b>100 - Governance, Vision, and Strategic Priorities</b>	

**Title of Administrative Procedure:**

Delegations to Board and/or Committee Meetings

**Date Approved:**

April 30, 2024

**Projected Review Date:**

2029

**Directional Policy Alignment:**

This Administrative Procedure aligns with the Government, Vision, and Strategic Priorities Directional Policy - 100 by ensuring that all members of the PVNC community and general public have an opportunity to make presentations to or ask questions of the board as a way of being engaged in assisting the board as it works to fulfill its Mission: To accompany our students as we strive for excellence in Catholic Education and to educate students in faith-filled, loving, safe, inclusive schools to develop the God-given abilities of each person.

**Alignment with Multi-Year Strategic Plan:**

The Delegations to Board and/or Committee Meetings Administrative Procedure supports our Vision of creating a culture of faith, hope and love to ensure equity and well-being, and our Mission to accompany our students as we strive for excellence in Catholic Education. This Administrative Procedure supports the Board’s Strategic Plan: [Building a Community that Accompanies](#), as it is grounded in our Being Community

pillar where we seek to be positive community members and develop relationships among all stakeholders. This is further supported by our Valuing Relationships Goals that commit PVNC Catholic to demonstrate servant leadership by creating inclusive learning and work environments grounded in gratitude and empathy for the work that we do and the people we serve.

### **Action Required:**

1. A request to speak to any scheduled meeting of the trustees will be received by the Director of Education, the Chairperson of the Board, or the chairperson of the committee, as the case may be, in writing at least two weeks prior to the next regular meeting of the Board or the committee at which the delegation may be heard. The Director will determine, in consultation with the Chairperson of the Board, and then the appropriate committee chairperson if applicable, at which meeting a delegation will be received.
2. Delegates may address a Committee in person, through electronic means, or through written submissions. Written submissions must be provided to the Director of Education or the Chairperson of the Board at least seven (7) days prior to the meeting for inclusion in the agenda package.
3. Normally delegations will be received by the board committee dealing with the issue of concern to the delegation. All recommendations or decisions related to the presentation by the delegation will be reviewed and decided on at a future meeting of the standing committee or the Board.
4. The request will contain the topic to be discussed and/or the questions to be asked and the identity of the delegation. Copies of the request will be provided to the Board or committee, as the case may be, at the same time as the agenda is distributed. One spokesperson must be named by the delegation.
5. Procedures:
  - a. The delegation shall be notified by the Secretary/Secretary-Treasurer of the date, time, and location of the meeting at which a ten-minute presentation may be made.
  - b. A delegation requiring more than ten minutes may be granted an extension of the time limit at the discretion of the Chairperson of the Board or the chairperson of the committee, as the case may be.
  - c. A delegation may make only one presentation, either written or oral, before the Board or a committee, on any specific topic, during any twelve-month period.

- d. A delegation that changes its spokesperson or representatives and requests permission to make a subsequent oral presentation relative to a matter that has been previously presented to the Board or committee shall be considered as the original delegation.
- e. A counter delegation wishing to make a presentation to the Board or a committee shall be subject to the rules as set down above.
- f. If considered of sufficient importance, the Director or their designate shall request the delegation spokesperson to provide sufficient copies of its brief to distribute to each Board member.
- g. If deemed necessary, just prior to receiving the delegation, in-camera, the Board or committee shall review the administrative procedure given here and administrative procedures related to the topic of the delegation.
- h. At the allotted time the delegation shall be welcomed by the Chairperson of the Board or the committee chairperson and the time limit for presentation shall be announced.
- i. After the presentation is completed, the Board Chairperson or the committee chairperson shall provide members an opportunity to ask questions for clarification. The question period shall be five minutes in length.
- j. The trustees retain discretion to decide all matters concerning delegations.
- k. When the Board Chairperson or the committee chairperson considers that clarification is adequate, he or she shall thank the delegation spokesperson and inform him or her that the matter shall be taken into consideration by the Board or committee at an appropriate time.
- l. A written response shall be sent to the delegation spokesperson as soon as possible after the Board or committee has reached a decision on the matter in question.
- m. In-camera procedure shall apply to meetings involving delegations of an in-camera nature.
- n. Requests to present to the Board or committee on issues which have not yet been considered for a response by appropriate staff shall not be accommodated.

- o. Requests to present to the Board or a committee on matters potentially under litigation or specific to an individual staff member shall not be accommodated.
- p. In order for a member of the public to participate in a board or committee meeting electronically, a request must be made to the office of the Director of Education at least six hours before the meeting commences. Access will be given through an online web-based platform that allows for the identification of participants and control over the participation from the moderator. Instructions for access will be shared at the time the request is made.

### **Responsibilities:**

#### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Governance, Vision and Strategic Priorities Directional Policy.
- Reviewing the Administrative Procedure as part of its regular policy and procedures review cycle.

#### **The Director of Education is responsible for:**

- Designating resources for ensuring the implementation of and compliance with this Administrative Procedure.
- Ensuring the procedure for Delegations to Board and/or Committee Meetings are followed at board meetings.

#### **Superintendents are responsible for:**

- Ensuring the procedure for Delegations to Board and/or Committee Meetings are followed at committee meetings.
- Ensuring steps are taken to protect the confidentiality and privacy of all employees, where applicable.

### **Progress Indicators:**

Members of the public are aware of the procedure and are able to easily access the procedures to facilitate presentations to the board and/or board committees.

**Definitions:**

Board Meeting - a meeting of the board of trustees which occurs monthly and is posted on the board website.

Committee Meeting - a meeting of a statutory, standing or ad-hoc committee established by the board; public meetings are posted on the board website.

**References:**

[Building a Community that Accompanies: Strategic Plan 2021-2025](#)

[Board By-Laws](#)