



TORONTO CATHOLIC DISTRICT SCHOOL BOARD

DELEGATION REGISTRATION FORM FOR STANDING COMMITTEES

For Board Use Only

Delegation No.

- ☐ Public Session
☐ Private Session
☐ Three (3) Minutes

PLEASE BE ADVISED THAT ALL STANDING COMMITTEE MEETINGS ARE BEING RECORDED

Name: _____

Employee of
TCDSB: _____

YES / NO

Equipment
Requirements : _____

☐ Copy Provided

Standing or Other Committee:

☐ Corporate Affairs, Strategic
Planning and Property

☐ SEAC

☐ Student Achievement & Well-Being, Catholic
Education, Human Resources

☐ Governance and Policy

☐ Regular/ Special Board

☐ Audit

☐ Budget

Date of Deputation: _____

Agenda Item (if applicable): _____

Topic or Issue: _____

Details: _____

Action Requested: _____

Check One Box

☐ I am here as a delegation to speak only on my own behalf.

☐ I am an official representative of the Catholic School Advisory Committee.

School _____ Position _____

☐ I am an official representative of student government.

School _____ Position _____

☐ I am here as a spokesperson for another group or organization.

Name of group _____

Date: _____

Address: _____

Postal Code: _____

Signature: _____

Telephone: _____

e-mail _____

Please fax to Recording Secretary at 416-229-5353 or by email lalita.fernandes@tcdsb.org

Please Also See Reverse Side



POLICY SECTION: TRUSTEES
SUB-SECTION:
POLICY NAME: DELEGATIONS
POLICY NO: T. 14

Purpose:

This Policy affirms and promotes the process by which students, parents and community members can present their views and concerns to the Trustees of the Toronto Catholic District School Board.

Scope and Responsibility:

The policy extends to students, parents and community members making **deputations to the Board or its committees**. The Director of Education, with the assistance of the Recording Secretary, is responsible for this policy.

Alignment with MYSP:

Living Our Catholic Values
Strengthening Public Confidence
Achieving Excellence in Governance

Policy:

The TCDSB is committed to advocacy for students, parents, and communities. In recognition of the need to hear the concerns of the TCDSB community and of individuals to have a voice in the decision-making process, delegations may be heard at any meeting of the Board of Trustees or Standing Committees, as stipulated in, and limited by, the regulations outlined below.

Regulations:

Appropriate Forums for Delegations

1. Delegations will be heard at Standing Committees of the Board **concerning matters within its terms of reference**. The topic of the **deputation** will determine at which Standing Committee the delegation will be heard.
2. **Delegations may be heard at Special Board meetings at the discretion of the Director and Chair of the Board.**
3. Given the current division of work between the Board meetings and Committee meetings, delegations will be accepted **at the discretion of the Director and Chair of the Board** at regular Board if:
 - a) A new item/report or new information has been placed on the agenda that has not been dealt with at a Standing committees.
 - b) The matter is deemed to be time sensitive.

Delegations heard at regular Board meetings may be the subject only of a motion for receipt, or a motion of referral to the appropriate Committee or to Staff, or a motion of both receipt and referral to the appropriate Committee or to Staff. (By-Laws Section 10.9.11)

Procedure for Making a Deputation

4. **Those wishing to make a deputation can receive further information and details on the delegation protocol** by contacting the Recording Secretary at 416-222-8282 ext. 2293, or by visiting the TCDSB portal site at www.tcdsb.org.
5. Delegations are to register with the Recording Secretary of the Board no later than 11:00 a.m. on the day of the Standing Committee meeting by submitting the Delegation Registration Form to the Recording Secretary **and the local Trustee will be notified immediately**.
6. Where the Board has initiated community engagement with respect to any matter, delegations will be referred to that consultation process and **may** not be registered to appear before a Standing Committee meeting.
7. A Delegate may only speak once at a particular meeting. **There may be up to a maximum of ten (10) deputations per meeting.**
8. Delegations will be listed on the agenda of the meeting or in an addendum, and their topic and point of view shall be included in the documentation. Private information shall not be included.
9. **First priority will be given to delegations speaking to a specific item on the meeting's agenda and those who have not yet spoken to the issue. Next priority will be given to delegations speaking to time-sensitive topics.**
10. **Delegates who want to show their deputation on the screen in the Boardroom must provide an electronic copy before the meeting.**
11. **Delegations from TCDSB employees shall verbally disclose this information at the time of registration and at the beginning of their deputation.**

Time Parameters

12. Delegations who have registered by the specified time may speak for a maximum of three (3) minutes.
13. Delegations who have not registered by the specified time may speak for a maximum of three (3) minutes if **approved by 2/3 votes of the members of the Board or Standing Committee. The chair shall put the question at the conclusion of the registered delegate. The question will be put immediately without any debate.**
14. Delegation period shall be limited to a maximum of 60 minutes at the discretion of the Chair. The maximum time limit may be amended **by 2/3 majority present and eligible to vote.**
15. Trustees may ask questions of the delegation **for a maximum of 3 minutes.**

Format & Content of Deputations

16. Delegations are requested to:
 - a) present concerns in a positive and constructive manner;
 - b) maintain a level of decorum which will allow meetings to proceed effectively; and
 - c) refrain from the use of abusive or derogatory language.
17. During a **deputation** in public session of a **regular or special Board meeting**, Standing Committee, should the delegate use the name/title/position of any person in a negative, critical or derogatory fashion, **directly or indirectly** the Chair of the **meeting** shall advise the delegation to limit comments to non-personal references. Should personal references continue to be made, the Chair has the authority to stop the delegation from proceeding.
18. During a **deputation** in a private session of a **regular or special Board meeting**, Standing Committee, should a situation arise where a delegate intends to refer to someone in a negative way then the following will apply:
 - a) Delegations intending to use the name/title/position of any person in a negative, critical or derogatory fashion must indicate this intention at the time of registration, and prior to presenting, will be requested to address the Standing Committee in private session.
 - b) The Board shall inform staff if a delegation intends to speak of them at a Standing Committee meeting, in a negative, critical or derogatory fashion. The staff member has the right to be present during the **deputation** and be represented by the agent of their choice.
19. The Chair **of the meeting** may expel or exclude from any meeting any person who engages in conduct **contrary to the TCDSB Code of Conduct or Respectful Workplace Guidelines.**
20. In respect of TCDSB employees delegating to the Standing Committee where the topic:
 - a) is personal to the speaker, the restrictions are the same as any delegation.
 - b) is or may be dealt with under a Collective Agreement to which the Board is a party, such submission shall be dealt with in accordance with the provisions of such Collective Agreement.
21. The public session of **Standing Committee, Board and Special Board meetings are** recorded and broadcast live. The recording is retained as a public record of the proceedings. Delegations that are part of the proceedings are so advised and consent to being recorded.
22. At the conclusion of the **deputation** the Chair will advise the delegate as to how the matter will be processed.
23. **Where an item has been referred to staff, staff will communicate follow-up actions to the Delegation.**

Definitions:

Delegation

A delegation may include: (1) an individual speaking on his or her own behalf; (2) an official representative of a TCDSB committee; (3) an official representative of student government; or (4) a spokesperson for another group or organization.

Deputation

A formal talk made to the whole Board or Standing Committee or in a private session of the Board or Standing Committee relating to a specific issue or concern.

Evaluation and Metrics:

The effectiveness of the policy will be determined by measuring the following:

1. Trustees and the Director shall review the process of delegation every **three (3) years** to ensure that it was fair, equitable and supported the goals of the TCDSB the Multi Year Strategic Plan
2. **Staff will develop an assessment tool to determine the efficacy of the policy and administer it after the first year of policy implementation to evaluate the policy.**