

## GOVERNANCE COMMITTEE REPORT

Presented to: Board of Trustees  
Submitted on: March 26, 2024  
Submitted by: Luke Weiler, Chair, Governance Committee  
Committee Date: March 5, 2024  
Report No.: GOV24-03

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Members: Luke Weiler (Chair), Irene Hanenberg, Martha MacNeil, Ralf Mesenbrink, Robin Ross

The Governance Committee held a hybrid meeting on Tuesday, March 5, 2024 at 5:00pm. Chair Weiler presided the meeting. Attendance was noted as above. There were no conflicts of interest declared.

### COMMITTEE RECOMMENDATION:

#### 1. Delegation Ad Hoc Committee Report

Martha MacNeil, Chair, Delegation Ad Hoc Committee, provided a background of the committee's mandate to review the delegation process, research methods of obtaining input from the public and make recommendations on process. A summary of the committee's discussions was shared including alternative ways to enhance public engagement. The committee also expressed a desire for the development of a potential public engagement policy/procedure. Discussion was held regarding limiting the number of delegations at a meeting and operational requirement once a delegation request is received.

The committee recommended:

THAT the Delegation Ad Hoc Committee continue to meet to consider and develop alternative methods for the public to address the Board and bring a report to the May Governance Committee meeting;

THAT the Delegation Ad Hoc Committee examine the number of delegations permitted per meeting and consider a requirement of linking delegations to items on a board agenda; and

THAT staff be directed to create an accessible and user-friendly delegation application form;

THAT Section 4.5 (Delegations to the Board) of By-Law No. 1 be amended to read as follows:

#### 4.5 Delegations to the Board

The Upper Grand District School Board provides many opportunities for groups and individuals to provide advice or commentary to the Board. One option to address the full Board is through delegations.

Individuals or groups who wish to **are seeking to** delegate to the Board should contact the Manager of the Trustee Secretariat, to request a delegation, on or before 12 noon of the **Wednesday Friday** prior to the meeting.

The Manager of the Trustee Secretariat will ensure that all potential delegates will be made aware of the procedures to be followed when appearing before the Board.

~~Written information supporting the delegation's position may be presented with the letter of application or at the Board meeting (Appendix B – DELEGATIONS TO THE BOARD APPLICATION FORM).~~

The length of the **each** presentation shall be limited to five (5) minutes and may be followed by Trustee questions of clarification.

**All delegates and guests must adhere to the Ontario Human Rights Code (OHRC) and the Upper Grand District School Board Code of Conduct.**

At no time will trustees or staff engage in discussion with the spokesperson or any member of the delegation except to clarify, through the chairperson, a point made in the presentation.

Consideration of requests by delegations may be responded to **addressed** during the Board meeting or referred to a committee, or to a future Board meeting. ~~The Board's response, when requested, will be made through the Secretary in writing at a later date, after the trustees have had the opportunity to discuss the matter and arrive at a decision.~~