

**DATE:** June 22, 2021

**TO:** Board of Trustees

**FROM:** Trustee Sherry Adams, Policy Review Committee  
Trustee Michael Janz, Policy Review Committee  
Trustee Bridget Stirling, Chair, Policy Review Committee

**SUBJECT:** First, Second, Third and Final Reading of Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives

**ORIGINATOR:** Karen Mills, Director Board and Superintendent Relations

**RESOURCE STAFF:** Kelsey Duebel, Rachel Foley, Nancy Petersen

**REFERENCE:** [Board Policy CH.BP – Framework for Policy Development and Review](#)

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## ISSUE

The Policy Review Committee is presenting Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives to the Board of Trustees (the Board) for first, second, third and final readings at the June 22, 2021, public Board meeting.

## BACKGROUND

Under the *Petitions and Public Notices Regulation*, a board must establish and maintain a policy regarding the administration of petitions received by the Board, other than those received by the Board under Section 102, 110 or 190 of the *Education Act*.

## RELATED FACTS

- Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives has been updated to include petitions, in alignment with legislative requirements. Specifically, the updated policy:
  - Clearly articulates that petitions received by the Board may only pertain to matters other than those articulated in Sections 102, 110 and 190 of the *Education Act*.
  - Includes the role of the secretary to the Board to ensure the petition meets the requirements articulated in the *Education Act*.
  - Requires the Board to administer petitions in compliance with the *Education Act*, including giving public notice, when and as required.
- Changes have also been made to more clearly reflect current practices outlined in this policy. Specifically, these changes address:
  - The timing for individuals to register to speak to the Board on a specific board agenda has been updated to indicate that individuals must register with the Board office by noon the business day before the Board meeting.
    - The timing currently indicated in the policy is noon the day of the meeting. The proposed change allows sufficient time for confirming the agenda and providing individuals with the necessary information and instruction in advance of speaking at the meeting.

- Agreement of the Board to hear individuals will now be obtained by the Board Chair through the approval of the agenda.
  - Agreement to hear individuals through approval of the agenda represents current practice. The current policy is not explicit on how concurrence to hear an individual is obtained.
- The policy has also been updated to reflect that an extension to the three minute time limit may be granted to accommodate individuals who have disabilities that affect their communication, translation requirements or other required communication supports.

## **RECOMMENDATION**

**That Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives be read for the first, second, third and final time and be approved.**

## **OPTIONS**

Based on the information provided in this report, the following options are considered most appropriate:

1. Approve the first, second, third and final reading of Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives.
2. Decline to approve Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives for first, second and third reading and provide feedback to the Policy Review Committee.

## **CONSIDERATIONS and ANALYSIS**

Given the administrative nature of this change, online stakeholder engagement is not required.

## **NEXT STEPS**

Upon approval, the updates to Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives will be posted to the Division website.

## **ATTACHMENTS and APPENDICES**

ATTACHMENT I Board Policy IAB.BP Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives

BS:rf

**CODE:** IAB.BP

**EFFECTIVE DATE:** (22-06-2021)

**TOPIC:** Comments, Delegations and Presentations at Board Meetings by Public and Staff Representatives

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2019)

## POLICY

The Board values the views of all stakeholders on educational issues and seeks to provide opportunities to hear from the public in a variety of ways.

The intent of this policy is to clarify the Board's procedures for its official Board meetings with respect to members of the public and staff group representatives providing general comments to the Board on an educational issue or on specific Board meeting agenda items, making formal presentations to the Board or presenting a petition to the Board.

In accordance with the *Education Act*, the Board of Trustees as the Corporate Board of Edmonton School Division holds its official business meetings in public. Board meeting agendas are posted to the Division website [www.epsb.ca](http://www.epsb.ca). No person will be excluded from the meeting except for improper conduct. Attacks on the personal character or performance of any individual or disruptive remarks will be ruled out of order and persistence in such remarks shall cause the individual to be excluded from the meeting room.

### A. GENERAL COMMENTS ON AN EDUCATIONAL ISSUE AT A BOARD MEETING

1. A member of the public or a staff group representative may address the Board on any educational issue.
2. A member of the public or a staff group representative may speak for three minutes at a public Board meeting under the agenda category *Comments from the Public and Staff Group Representatives*. The total duration of the *Comments from the Public and Staff Group Representatives* section of the agenda will not exceed 20 minutes. Exceptions to the time limits may be made by a majority vote of the Board.
3. Speakers will address their comments to the Board Chair.

### B. COMMENTS ON SPECIFIC BOARD AGENDA ITEMS

1. If a member of the public or a staff group representative wishes to give a position to the Board on a specific board agenda item, the individual must register with the Board office by noon the business day before the meeting.
2. The Board Chair will, through the approval of the agenda, seek agreement of the Board to hear the individual.
3. Speakers will confine themselves to three minutes and address their comments to the Board Chair. This may be extended to accommodate individuals who have disabilities that affect their communication, translation requirements or other required communication supports. Extensions will be granted at the discretion of the Board Chair or designate.

4. The total duration of public comment on a specific agenda item will not exceed 20 minutes per agenda item. Exceptions to the time limits may be made by a majority vote of the Board.

C. FORMAL DELEGATIONS, PRESENTATIONS, AND PETITIONS TO BOARD

1. The Board office will advise the delegation on the procedures for submitting a brief and/or making a verbal presentation and assist the delegation in making their request.
2. Groups or individuals who wish to appear before the Board to make a presentation to or a request of the Board will first discuss the request with the Superintendent of Schools or a designate. This provides the presenter an opportunity to clarify his/her understanding of Division practices related to the presentation topic and determine what other assistance may be available through the administration.
3. If after meeting with the administration an appearance before the Board is still desired, the delegation must make their request in writing to the Board office at least three weeks in advance of the preferred meeting at which they wish to appear. Notwithstanding the three week notice, the Superintendent of Schools may consider a request to waive the timelines if circumstances warrant; for example, if the Board will be making a decision on the matter before the delegation is scheduled to present to Board.
4. The Board reserves the right to determine whether the delegation will be heard, and if so, whether it will be heard by the Board or by a committee of the Board. For matters clearly within the practice and mandate of the Board, the Board office in consultation with the Superintendent of Schools and Board Chair will make appropriate arrangements for the delegation to be heard.
5. Written briefs or a digest of the information to be presented must be submitted to the Board office at least five days prior to the meeting. The notice and the brief will be provided to each Trustee with the notice of meeting at which the delegation is to appear.
6. The delegation may have 10 minutes in total to make its presentation and may appoint two spokespersons.
7. Decisions regarding requests made by delegations will be dealt with at the next meeting of the Board or appropriate committee unless the Board will be making a decision on the matter as part of another scheduled item of business on the agenda or it is otherwise agreed to by a majority vote of the members present.
8. Petitions received by the Board may only pertain to matters other than those articulated in Sections 102, 110 and 190 of the *Education Act*.
9. Petitions will be reviewed by the secretary to the Board to ensure the petition meets the requirements articulated in the *Education Act*.
10. The Board will administer petitions in compliance with the *Education Act*. This includes giving public notice, when and as required under the *Act*, and in alignment with the *Petitions and Public Notice Regulation*.

**REFERENCES**

AB.AR Appeal Processes

EPSB - Speaking at a Board Meeting

*Education Act* Section 42, 102, 110, 190

Alberta Regulation 91/2019 *Petitions and Public Notices Regulation*