



## ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

### MEMORANDUM

**To:** Trustees

**From:** Doug Campbell  
Controller of Plant and Planning Services

**Date:** January 20, 2009

**Subject:** Quinte West ARC – Special Board Meeting for Public Input – Meeting Guidelines

Issue:

The Board has scheduled a Special Board Meeting to be held on February 17, 2009 in Quinte West to receive public input on the School Valuation Report of the Quinte West Accommodation Review Committee and Staff Report and Recommendations.

Background:

A copy of the public notice for this Special Board Meeting is attached.

It is proposed that for the purpose of this Special Board Meeting only, that the Board substitute the following guidelines for the otherwise prevailing Board Policy and Administrative Procedures for *Delegations to Meetings of Standing Committees of the Board or Meetings of the Board of Trustees*. These Guidelines have been posted on the Board's Pupil Accommodation website.

- The spokespersons will address the Board from the podium provided. Audio-video presentations will not be permitted.
- The spokespersons are expected to provide comments that are relevant to the subject matter of the Public Meeting. If a previous delegation has already addressed the matter, and the delegate is being repetitive, the Chairperson may request that the delegate simply express support for an earlier presentation.
- The time for each public delegation to speak (subject to time available), is not to exceed 10 minutes.
- Delegates who have a similar perspective, are encouraged to co-operate in appointing a single spokesperson.
- Delegations from the same school community, on the same point of view, shall be limited to a combined total of 15 minutes.
- Trustees may ask short questions of the delegation for clarification, for a period of time, which shall be at the discretion of the Chairperson.
- Questions posed by delegations shall be addressed to the Chairperson, who will direct the question(s) to the appropriate resource person for response.

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Recommendation:

THAT, for the purposes of the Special Board Meeting on February 17, 2009 only, that the Board substitute the above-noted guidelines for the otherwise prevailing Board Policy and Administrative Procedures for *Delegations to Meetings of Standing Committees of the Board or Meetings of the Board of Trustees*.

Primary Responsibility for Follow-Up:

Chair of the Board

Vice Chair of the Board

Senior Administration

Other



Controller of Plant and Planning Services

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Attach.