

ATTACHMENT “H”

Accommodation Review Committee

Public Input

Delegations are invited to present at Accommodation Review Committee meetings to share a point of view, to submit recommendations or to request consideration of a matter of concern in one of two ways:

1. **Pre-arranged delegations** are granted up to **ten minutes** for presentation.
 2. **Unannounced delegations** may be allowed up to **three minutes** to make a presentation. Any printed brief or notes will be distributed at the meeting.
-

Pre-arranged Delegations

1. Delegations shall **apply in writing** to the Chairperson of the Accommodation Review Committee (ARC) at least **one week prior** to the ARC meeting, indicating:
 - i) the name of the individual, or the organization, or the interested parties to be represented;
 - ii) the name(s) and contact information of those making the presentation (maximum two) and their position(s) within the organization;
 - iii) the authority by which the presentation is being made if representing an organization;
 - iv) an outline of the matter which is to be addressed and the specific action requested of the ARC.
2. The above-noted information, provided by the delegation, will be available to the public through:
 - i) inclusion in the Agenda;
 - ii) posting on the Board's website.
3. Additional materials being submitted to committee members which are not required to provide an outline of the issue will be the responsibility of the delegation.

ATTACHMENT “H”
Accommodation Review Committee
Public Input

4. The Committee will **not** hear in open session presentations on personnel matters that may conflict with the rights of staff or student matters that may conflict with the rights of students under the **Municipal Freedom of Information and Protection of Privacy Act**, or personnel, property and/or legal matters that may jeopardize negotiations and are considered in-camera matters under the Education Act.
5. If the delegation presentation violates the protection of privacy, protection of students' records, or constitutes a complaint of specific employees, the Chairperson will interrupt and may direct that the presentation be ended.
6. Delegates are required to identify themselves before their presentations. Subject to the rules of the meeting, the delegate(s) shall be permitted to make the presentation without interruption.
7. Presentation materials, in addition to the outline published in the agenda support materials, may be distributed during the presentation by the delegation.
8. Following the presentation, the Chairperson will ask the members of the Committee if there are any points which they wish clarified.
9. At no time during the meeting of the Committee will committee members engage in a discussion with the spokesperson or any member of the delegation, except to clarify a point made in the presentation.
10. To assist in clarifying points raised by committee members, the spokesperson(s) of a delegation may, with the permission of the Chairperson, call upon any other members of their delegation to answer the question.
11. As soon as the Chairperson is satisfied that all points have been clarified, the Chairperson will close the presentation and thank the spokesperson(s).
12. The time allocated to pre-arranged public input shall be limited to a one hour time period unless extended by a Committee motion.
13. The time allocated to unannounced public input shall be limited to a forty-five minute period unless extended by a Committee motion.
14. The Chairperson may, with the Committee's permission, alter the order of the presentations to facilitate delegations on the same topic to be heard

ATTACHMENT “H”
Accommodation Review Committee
Public Input

consecutively.

15. The Chairperson has the discretionary power to request delegations on the same topic to limit their presentations to new information on the same issue.