



Request to Present to the Board of Trustees Application

As per Board Policy 7 Board Operations, having members of the public make presentations on matters clearly within the practice and mandate of the Board at Board meetings can enhance public interest and trust and as such, the Board provides opportunity for local stakeholders to make presentations to the Board. Individual or group requests to make presentations to the Board must be submitted in writing to the Superintendent, using this form which provides the nature and purpose of the delegation.

The Superintendent will conduct an initial review and seek necessary clarification from the individual/group before submitting the request to the Agenda Planning Committee. Upon receipt of the written submission from the Superintendent, the Agenda Planning Committee will determine whether the delegation will be heard and at which meeting.

Delegations with respect to the following matters will not be heard: the security of the property of the School Division; personal information of an individual, including but not limited to a student or an employee of the School Division; a proposed or pending acquisition or disposition of property by or for the School Division; labour relations or employee negotiations; election campaigning; a law enforcement matter, litigation, or potential litigation, including matters before administrative tribunals affecting the School Division; or the consideration of a request for access for information under the *Freedom of Information and Protection of Privacy Act* (FOIPP)

The spokesperson(s) for the delegation shall be identified by the individual or group requesting to make a presentation to the Board who shall be notified of the date and approximate time when the presentation will be made. The presentation by the delegation may be up to **10 minutes in length**. A copy of the delegation's presentation must be provided to the Superintendent by noon on the Friday prior to the date of the delegation or the delegation may be cancelled. The Superintendent can require the delegation to make edits to the presentation.

The presentation provided will be copied and distributed to trustees as part of their meeting package. No other materials may be distributed or presented during the meeting. Board meetings are streamed and therefore presentations must follow legislative requirements such as Freedom of Information and Protection of Privacy Act (FOIPP).

Only the assigned spokesperson(s) is invited to speak during the presentation. Throughout the presentation, the spokesperson(s) is expected to maintain decorum and use language that demonstrates civility and politeness that contributes to a welcoming, caring, respectful and safe learning and working environment and be respectful of diversity and refrain from demonstrating any form of discrimination as set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. The Board Chair may end the presentation if the delegation does not maintain decorum at any time throughout their presentation.

At the conclusion of the presentation, the Board may ask questions of the delegation for clarification purposes only and will not provide feedback or comments on the presentation.

Presenter's Name:	Date:
Phone #:	Email:
Do you live within the area served by Rocky View Schools? Yes No	
Assigned Position/Group Representing (if applicable):	
Name of Presentation:	
Date of Board Meeting You Are Requesting to Present At:	



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Nature of the Presentation:

Purpose of the Presentation:

To be completed by the Office of the Superintendent)

Date Received: Received by:

Agenda Planning Committee Decision:

Reference:

- AP150 Community Engagement