

SECTION 5: SCHOOLS AND STAFFING

PUPIL ACCOMMODATION REVIEW – PROCEDURE FOR PUBLIC DELEGATIONS

Supporting Policies

[5.01 Pupil and School Accommodation Review Policy](#)

Supporting Procedures

Supporting Protocols and Guidelines

[Accommodation Review Committee Terms of Reference](#)

[Ministry Pupil Accommodation Review Guideline \(Revised March 2015\).pdf](#)

Supporting Templates and Forms

[Public Request Form - Presentation Related to a Pupil Accommodation Review](#)

Other Resources

[Education Act Section 8 \(1\) 26 School Closing: Section 171 \(1\) 7 Power of Boards to Close Schools](#)

[Section 194-196 Disposal or Purchase of a School Site](#)

[Ontario Regulation 444/98 Disposition of Surplus Real Property](#)

[Ministry of Education Administrative Review of Accommodation Review Process](#)

External Resources

PUPIL ACCOMMODATION REVIEW GUIDELINES FOR PUBLIC INPUT

As required by the Pupil Accommodation Review Policy of the Algoma District School Board, the Board will, upon request, hold a Special Board Meeting to allow for final public input on the Pupil Accommodation Review for a particular school under review. It is to be noted that there is only one opportunity (a designated Board Meeting) for a delegation to present to the Board.

The following Guidelines outline the public meeting process.



Delegation Application Process

The public meeting will be similar to the By-law of the Board for public delegations, as set out below:

- a) A written application requesting the opportunity to appear as a delegation must be submitted to the Director of Education within 5 days following the posting of the Final Staff Report.
- b) The following information must be included with the written application:
 - i. The name of the organization/individual(s) or party(ies) who will be making the presentation;
 - ii. Each person's authority/title/position with the organization (if applicable);
 - iii. A complete mailing address for each participant;
 - iv. A day time telephone number for each participant;
 - v. A number where each participant can be reached after business hours;
 - vi. A fax number (if available) for each participant;
 - vii. An email address (if available) for each participant;
 - viii. The complete presentation in written form (electronic preferred).
- c) Delegations are to submit the presentation as soon as possible so that it can be provided to and reviewed by Trustees prior to the meeting.

Delegation Presentation

The process and expectations will be as follows:

- a) The identified spokesperson(s) will address the Trustees from the podium.
- b) The spokesperson is expected to provide comments that are relevant to the subject matter of the meeting. If a previous delegation has already addressed a specific matter or expressed the same concern and the delegate is being repetitive, the Chairperson of the Board may request the delegate to express support for an earlier presentation and may reduce the following speaking times available to the delegate accordingly.
- c) The time for each public delegation to speak, excluding the question and answer period, is not to exceed fifteen (15) minutes, with normally a five (5) minute question period following.
- d) Delegates who have a similar perspective are to cooperate in appointing spokespersons in addressing the Board.
- e) Delegations from the same school community, shall be limited to a combined total of fifteen (15) minutes.
- f) Trustees may ask questions of the delegation for clarification only, for a reasonable period of time, as mentioned above and at the discretion of the Chairperson.
- g) The Chairperson will apply the normal Board practices with respect to decorum and order at the meeting.

Minutes of the Board Meeting, including references to the presentation(s), will be posted on the Board's website.