



Title: Program and Accommodation

Appendix 2: Guidelines for Public Meeting Input

REFERENCE NO: R-AD-01

APPENDIX 2

Guidelines for Public Meeting Input

The Program and Accommodation Review Policy states, “Our commitment mandates that the detailed study of any school be conducted from the broadest possible system and community perspective. The Board will maintain communication with the community and seek community input.”

The Program and Accommodation Review Regulation notes that GECDSD staff will facilitate a minimum of two (2) public meetings that must be held for a (standard) program and accommodation review process. A minimum of one (1) public meeting must be held for a modified program and accommodation review process to receive broader community input and comment on the Initial Staff Report with recommended option(s) and the School Information Profile (SIP). The second and/or final public meeting may be or is held to present the Final Draft Staff Report, receive further community input, and provide the Draft accommodation recommendation(s). The Program and Accommodation Review Committee (PARC) and board administration will respond to questions they consider relevant to the review and its analysis either at the meeting or preferably in writing to be appended to the minutes of the meeting. The minutes will be available on the website under the Student Accommodation icon on the home page.

The public meetings of a Program and Accommodation Review will follow a format based upon a modified form of the relevant GECDSD By-Law.

- The Superintendent responsible for the Program and Accommodation Review or designate will chair the public meetings.
- The Superintendent responsible for the Program and Accommodation Review or designate will chair the public presentation/question period.
- There shall be at least one designated “speaker’s” position. Every spokesperson(s) making a presentation, or asking a question shall have the opportunity to do so from a designated podium/location.
- The community will have a variety of forums to provide input. These may include, but are not limited to, delegations, presentations, open forum, focus groups, written on cards, PARC mailbox, etc.

- The Superintendent responsible for the Program and Accommodation Review or designate will determine the appropriate forum(s) to elicit the most constructive input.
- The Superintendent responsible for the Program and Accommodation Review or designate may ask questions for clarification of presentations or questions.
- All questions, commentary, or presentations shall be made to the chair. The chair may direct the question(s) to the appropriate resource person for response either at the meeting or preferably as a written response appended to the minutes of the meeting. Minutes will be available on the Board website under the Student Accommodation icon on the home page.
- The Superintendent responsible for the Program and Accommodation Review or designate may limit the number of delegations, presenters, or questioners as he/she considers fit.
- The Superintendent responsible for the Program and Accommodation Review or designate will determine the time allotted for this general public input period, which should not exceed 90 minutes.
- Questions or commentary shall not exceed a maximum of 3 minutes in length.
- The Superintendent responsible for the Program and Accommodation Review or designate will determine the order in which delegations, presentations, focus groups, questions, or commentary will be made throughout the course of the meeting.
- Presentations, comments, and questions are to be relevant to the public consultation meeting's agenda, purpose and subject matter.
- If a previous presentation, commentary, or question has addressed a particular issue, the Chairperson (Superintendent responsible for the Program and Accommodation Review or a designate) may intervene and request that the delegate simply express support to the earlier presentation/question/comment.
- Any person or group wishing to make a presentation at a public consultation meeting shall give twenty-four (24) hours' notice to the Administrative Assistant of the Superintendent responsible for Accommodation Reviews.
- A person or group addressing GECDSD staff at the public consultation meeting shall present their materials/presentation in writing to the Administrative Assistant of the Superintendent responsible for Accommodation Reviews.

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- Presentations/delegations arranged in advance will have up to ten (10) minutes of time for the presentation.
- Audio/video/multimedia presentations will not be permitted.