

# Pine Creek School Division Board Delegation Information



The Board of Trustees of Pine Creek School Division welcomes the public at their Board Meetings.

A request to appear as a delegation at a meeting of the Board must be in writing and signed by the delegates or their designate or emailed directly to the Secretary-Treasurer by the delegation or their designate.

A request to appear must reach the division office **at least five (5) working days** before the date of the meeting of the Board to be attended by the delegation. The request must include the reason for attending and a list of all persons that will be attending as part of the delegation.

Delegations can be presented in person or in writing.

- If the request is to attend in person, you will be notified of the appropriate time and date to make your presentation. Delegations are limited to twenty (20) minutes to make a presentation unless otherwise determined by the chair.
- A delegation providing a written presentation shall provide a copy of same for each member of the Board. If a presentation is by letter, you will be notified by letter as to the disposition of the matter following the Board's review.

The material supporting either in-person or written presentation, must be provided to the Secretary-Treasurer of the Board **five (5) working days** before the date of the scheduled meeting presentation.

Delegations may offer objective comments related to school division operations and programs. Delegations are available to the public unless identified for in-camera discussions as noted below.

Delegations involving: complaints involving school division personnel, those associated with the division, students and matters dealing with salary negotiations, land negotiations and legal matters will not be discussed in public and will be dealt with in-camera, meaning the matter will be dealt with in private and will not be published in the meeting minutes.

*\* Concerns regarding school division personnel should be addressed to Senior Administration.*

The official position of the entire Board will be communicated to the delegation and/or speaker, by letter, following the *next* Board meeting. If the Board requires more time to consider the matter, the delegation will be contacted with an expected timeline.

## Contact information:

Secretary-Treasurer  
c/o Pine Creek School Division  
Box 420 Gladstone, Manitoba  
R0J 0T0  
Ph.: (204)385-2216  
Fax: (204) 385-2825

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