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Serving the communities of Anmore, Belcarra,
Coquitlam, Port Coquitlam and Port Moody

GUIDELINES FOR DELEGATIONS MAKING PRESENTATIONS ON THE 2016-17 BUDGET

(July 1, 2016 – June 30, 2017)

The Board of Education Welcomes Your Input

- Thank you for participating in the 2016-17 budget process. Your recommendations and suggestions are valued as we decide how to address our budget issues.
- We value input from individuals and groups. Our budget meeting is planned to make people feel as comfortable as possible.
- To ensure that the business of governing education takes place as smoothly as possible, Board of Education meetings follow structured rules of order so that all viewpoints are heard.
- The following guidelines have been prepared specifically for School Board delegations interested in preparing and delivering presentations.
- Delegations are reminded that these are public meetings with the media in attendance who may receive a copy of your presentation and may report on the proceedings.
- There is an opportunity for delegations to present to the Board on budget issues on April 19th (as per below). An additional night for delegations may be added if there is sufficient demand.

BUDGET PRESENTATIONS		
Tuesday, April 19 th	6:00 pm	Special Board Meeting Winslow Centre, Gymnasium

(1) IT'S A SIMPLE PROCESS

- (a) If you or your group would like to make a presentation, contact the Office of the Secretary-Treasurer before noon on Thursday, April 14th at 604-939-9201 or email awalsh@sd43.bc.ca. When contacting the office, please provide the following information:
 - (i) name, email and phone number of presenter; and
 - (ii) written explanation of the budget matter you wish to cover (required); recommendations and suggestions on how to address our budget issues are helpful.

(2) PREPARING YOUR PRESENTATION

- (a) Delegations are most welcome to present their views and can assist in the process by being prepared to present specific recommendations and proposals.
- (b) A written statement is essential to assist Board members' understanding of your recommendations on addressing the budget. Written statements must be submitted to the Board via the Office of the Secretary-Treasurer before noon on Thursday, April 14th as outlined in section (1)(a) above.
- (c) Due to meeting time constraints, powerpoint or video presentations will not be accepted as part of your presentation.
- (d) To permit the Board to deal with all budget presentations, delegations are asked to keep presentations to no more than five (5) minutes.
- (e) Your delegation should be prepared to answer questions from Board members wishing to learn more about your concerns and recommendations.

(3) KEY DATES FOR THE BUDGET PROCESS

- (a) **Special Public Meeting**
Tuesday, April 12th – 7:00 p.m.
Winslow Centre - Gymnasium
(presentation of 2016-17 Preliminary Budget with an Open House following to provide the community an opportunity to speak to Trustees and key staff on their ideas and opinions)
- (b) **Twitter Chat**
Thursday, April 14th 4:00 – 5:00 p.m.
(follow the conversation using #sd43budget)

- (c) **Special Public Meeting**
Tuesday, April 19th – 6:00 p.m.
Winslow Centre - Gymnasium
(an opportunity for delegations to present to the Board on specific aspects of the budget)
(please refer to 1(a) for details)
- (d) **Regular Board Meeting**
Tuesday, April 26th, 7:30 p.m.
Winslow Centre – Gymnasium
(final presentation and Board approval of the 2016-17 Annual Budget which would incorporate changes requested by the Board based on public input)

There will be an opportunity for questions at each of the meetings outlined above.