



**Learning for a Lifetime**

550 Poirier Street  
Coquitlam, BC V3J 6A7  
604-939-9201  
[www.sd43.bc.ca](http://www.sd43.bc.ca)

## **GUIDELINES FOR DELEGATIONS MAKING PRESENTATIONS ON THE 2017-18 BUDGET**

(July 1, 2017 – June 30, 2018)

### **The Board of Education Welcomes Your Input**

- Thank you for your interest in participating in the 2017-18 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 meetings are 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.
- These guidelines have been prepared specifically for delegations interested in preparing and delivering presentations on the 2017-18 budget.
- 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 Tuesday, April 18<sup>th</sup> (as per below Key Dates for the Budget Process).

#### **1. IT'S A SIMPLE PROCESS**

If you or your group would like to make a presentation, contact the Office of the Secretary-Treasurer before noon on Wednesday, April 12<sup>th</sup> at 604-939-9201 or email [awalsh@sd43.bc.ca](mailto:awalsh@sd43.bc.ca). When contacting the office, please provide the following information:

- a) name, email and phone number of presenter;
- b) written explanation of the budget matter you wish to cover recommendations and suggestions on how to address our budget issues are helpful; and
- c) please ensure you provide clear and direct connections between your suggestions and the goals and objectives outlined in ***Directions 2020***, the SD43 Board of Education vision document.

## 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 Wednesday, April 12<sup>th</sup> as outlined in section 1 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

PRESENTATION OF PRELIMINARY BUDGET & OPEN HOUSE		
Tuesday, April 11 <sup>th</sup> 6:30 pm	Special Board Meeting Winslow Centre, Gymnasium	Presentation of preliminary budget and open house after meeting to provide community opportunity to speak to trustees and staff
BUDGET DELEGATION PRESENTATIONS		
Tuesday, April 18 <sup>th</sup> 6:30 pm	Special Board Meeting Winslow Centre, Gymnasium	Opportunity for delegations to present to the Board on specific aspects of the budget
PRESENTATION & APPROVAL OF BUDGET		
Tuesday, April 25 <sup>th</sup> 7:00 pm	Regular Board Meeting Winslow Centre, Gymnasium	Final presentation and approval of budget which incorporates changes requested by Board

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