



550 Poirier Street
Coquitlam, BC
V3J 6A7

Phone: (604) 939-9201
Fax: (604) 939-7828
Website – www.sd43.bc.ca

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

GUIDELINES FOR DELEGATIONS MAKING PRESENTATIONS ON THE 2015-16 (JULY 1, 2015 – JUNE 30, 2016) BUDGET

**The Board of Education
Welcomes Your Input**

WELCOME

- Thank you for participating in the 2015-16 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, School Board 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/presenters are reminded that these are public meetings with the media in attendance who will receive a copy of your presentation and may report on the proceedings.
- There is one opportunity for delegations to present to the Board on budget issues. An additional night for delegations will be added if there is sufficient demand.

	APRIL		
Tues.	14	7:30 p.m.	Regular Board Meeting Winslow Centre, Gallery Room

(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 9th at (604) 939-9201 or email gdowler@sd43.bc.ca. When calling, please have the following information ready:
 - (i) name and telephone number of spokesperson;
 - (ii) a written explanation of the budget matter you wish to cover must be presented; 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 2015/16 budget. Written statements must be submitted to the Board via the Office of the Secretary-Treasurer before noon on Thursday, April 9th as outlined in section (1)(a).
- (c) Due to meeting time constraints, powerpoint/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 5 minutes.
- (e) Your delegation should be prepared to answer questions from Board members wishing to learn more about your concerns and your recommendations.

(3) OTHER KEY DATES FOR 2015/16 BUDGET PROCESS

- (a) **Special Public Meeting**
Tuesday, April 7th – 7:00 p.m.
Winslow Centre Gallery room
(presentation of 2015/16 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) **Regular Board Meeting**
Tuesday, April 14th – 7:30 p.m.
Winslow Centre Gallery room
(an opportunity for delegations to present to the Board on specific aspects of the budget)
(please refer to 1(a) for details)

- (c) **Twitter Chat**
Thursday, April 16th ~ 4:00 – 5:00 p.m.
(follow the conversation using #sd43budget)
 - (d) **Special Public Board Meeting**
Tuesday, April 21st, 7:00 p.m.
Winslow Centre – Gallery room
(final presentation and Board approval of the 2015/16 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.