

## Definitions

**A delegation** includes a representative or representatives of a group or organization, who form a deputation to present information about a concern that falls within the SEAC mandate

**A presentation** provides information on a topic that is of relevance to SEAC business

## Purpose of a Delegation or Presentation

The purpose of a delegation or presentation is to provide relevant information to SEAC members on a TDSB system-related topic or issue within the SEAC mandate. Delegations and presentations may not be used to focus on the specific details of an individual case or to address school or student specific operational matters.

## Subject Matter

**Delegations and presentations must relate to those areas that fall within the SEAC mandate as outlined in Regulation 464/97:**

The Special Education Advisory Committee:

- makes recommendations to the board with respect to any matter affecting the establishment, development and delivery of special education programs and services for exceptional students of the board;
- participates in the board's annual review of its special education plan;
- participates in the board's annual budget process as it relates to special education
- reviews the financial statements of the board as they relate to special education

## Requests to Appear at a SEAC Meeting

**Requests for a delegation or presentation to SEAC are submitted in writing (by letter, fax or email) before the meeting agenda is decided – at least 10 working days before the SEAC meeting.**

Upon receipt of the written request, the SEAC Liaison will forward the information to the SEAC Chair. The Chair may choose to contact the delegate for clarification or decide to bring a submitted request to SEAC before a final decision is made to hear a delegation. The applicant will be notified of the final decision.

### Requests must be in writing and include:

- The name(s) of the presenter(s) and contact information (email and phone number)
- The name of the organization or interest group being represented
- A brief description of the focus of the topic being addressed and any background information
- A description of any related action that has already been taken with the board
- The desired action for SEAC members to consider (the intended goal of the delegation) or the topic's relevance to current SEAC priorities

## Limitations and Restrictions

- The length of time allotted for a delegation will be 5 minutes and for presentations 15 minutes. Additional time may be granted at the Chair's discretion depending on the amount of time available in the agenda and on the timeliness, urgency and relevance of the issues being covered.
- Within the presentation time, SEAC members may ask questions for clarification
- A copy of the presentation (paper or electronic) must be submitted 5 working days before the meeting for advance distribution to SEAC members.
- Delegates/presenters may speak once only on any particular matter, unless invited back by SEAC

## Request for a Delegation/Presentation to SEAC

SEAC welcomes your input. Please complete this form in order to help us to prepare adequately for your presentation. Requests must be delivered to the SEAC Liaison at least ten working days before the desired SEAC meeting.

Name of Delegate/Presenter:

Contact Information (email and phone):

Organization or Interest Group:

Related SEAC Mandate or Priority:

Focus of Presentation:

Desired SEAC Action:

Please provide an e-version or a hard copy of the presentation and/or handouts to the SEAC Liaison at least 5 working days before the meeting so copies can be provided to members in advance.

By email:      lianne.dixon@tdsb.on.ca

By mail:      SEAC Liaison  
Special Education  
Toronto District School Board  
5050 Yonge Street, 2nd Floor  
Toronto, Ontario M2N 5N8