



22225 Brown Avenue  
Maple Ridge, BC V2X 8N6  
Phone: (604) 463-4200  
Website: [www.sd42.ca](http://www.sd42.ca)

## **Guidelines for delegations wishing to make presentations on the Proposed Preliminary Budget 2017/18**

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Thank you for participating in the 2017/18 Budget Process.

We value input from individuals and partner groups on the Proposed Preliminary Budget 2017/18. Our Budget Committee-of-the-Whole meeting is planned to make people feel as comfortable as possible.

To ensure the business of governing education takes place as smoothly as possible, School Board meetings follow structured rules of order so all viewpoints are heard. The following guidelines have been prepared specifically for School Board delegations interested in preparing and delivering presentations.

### **It's a simple process**

Groups or individuals who wish to present their views on the *Proposed Preliminary Budget* 2017/18 at the April 18, 2017 meeting must register with Karen Yoxall, Executive Assistant to the Board, at [budget@sd42.ca](mailto:budget@sd42.ca) or (604) 466-6232 no later than April 13, 2017.

If calling, please have the following information ready:

- Name and telephone number of the spokesperson;
- A written explanation of the Budget matter you wish to cover (mandatory);
- Recommendations / suggestions on how to address our Budget issues.

Written submissions may be received no later than two working days prior to the meeting to the Board of Education, Attention: Executive Assistant to the Board, Secretary-Treasurer's Office at the email address above.

### **Preparing your presentation**

Delegations are most welcome to present their views on the *Proposed Preliminary Budget* 2017/18 <http://www.sd42.ca/budget-process>.

A written submission is essential to assist Board members' understanding of your Budget issues and recommendations. Written statements must be submitted to the Board via the Office of the Secretary Treasurer no later than two working days before the meeting.

To permit the Board to deal with all Budget presentations, delegations are asked to keep presentations to no more than 5 minutes.

Your delegation should be prepared to answer questions from Board members.