



## Request for Delegation

Meeting requested: Board/Committee \_\_\_\_\_

Date requested: \_\_\_\_\_

### Delegation Contact Information

Name of individual making request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Business Telephone \_\_\_\_\_

Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of group represented (if applicable): \_\_\_\_\_

### Spokesperson(s) Note: Limit of 2 people

Spokesperson Number 1	Spokesperson Number 2
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Business Telephone:	Business Telephone:
Email:	Email:
Position (if applicable)	Position (if applicable)

### Topic and Purpose of Presentation

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Please see important information on next page

## **Please Note:**

1. All delegations shall be made in accordance with the provisions of Board policy PO219 – Public Delegations.
2. Any individual/organization/delegation seeking information on how to make a Public Delegation and/or presentation to the Board and/or a Committee of the Board shall contact the Governance Officer at [delegations@dcdsb.ca](mailto:delegations@dcdsb.ca).
3. If any spokesperson(s) requires accessibility related accommodations for attendance at the meeting or with their submission, they should notify the Governance Officer at 905-576-6150 in advance so that arrangements can be made.
4. This form must be submitted to the Secretary of the Board by 7:30 p.m. five (5) business days prior to the Board meeting or in the case of a committee meeting by 7:30 p.m. on week prior to the committee meeting.
5. The Chair of the Board may approve shortened timelines under the following conditions:
  - The delegation directly pertains to matters appearing for the first time before the Board as an item for decision which has not previously been dealt with at a committee; and
  - Such submissions are received no later than 12:00 p.m., one (1) business day preceding the meeting at which the individual or group is requesting to delegate (see Appendix A). Submissions received after this time will not be permitted.
6. The delegation(s) shall be represented by a maximum of two (2) spokespersons and no other person may address the Board and/or its Committee(s) unless approval is given by a majority of those Trustees present.
7. The time for each public delegation to speak, excluding the question-and-answer period, shall not exceed ten (10) minutes.
8. One copy of a written brief not to exceed a maximum of five (5) pages summarizing the area(s) of concern and interest shall be attached to this request for delegation.