

## Request for Delegation

Meeting requested: Board/Committee:

Date requested:

### Requested Manner of Delegation

In-Person

Virtual

Written Submission

### Delegation Contact Information

Name of individual making request:

Address:

Telephone:

Business Telephone:

Email Address:

Name of group represented (if applicable):

I am a Member of a DCDSB Committee

Name of Committee

I am presenting a minority report (see section 3.2.1 of the [Public Delegations Administrative Procedure AP219-1](#))

### 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** (all delegate materials to be referenced or shared during the presentation must be included with this request.)\*\*

\*\*Please see the [Delegation Guidelines](#) on next page. Any delegation requests that do not adhere to the Delegation Guidelines will be returned for completion by the delegate, prior to consideration for inclusion in the Board/Committee agenda. Partial submissions will not be accepted as meeting the timelines.

## Delegation Guidelines

1. All delegations shall be made in accordance with the provisions of Board policy PO219 – Public Delegations and its attendant administrative procedure AP219-1 Public Delegations.
2. All delegations shall provide in advance, a legible copy of all delegate materials to be referenced or shared during the presentation (not to exceed a combined maximum of five single-sided pages). For clarity, materials shall include a complete script of the presentation (can be bullet points) and may include any slides or handouts, provided the complete package does not exceed five pages.
3. 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 905-576-6150 or [delegations@dcdsb.ca](mailto:delegations@dcdsb.ca).
4. 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 or [delegations@dcdsb.ca](mailto:delegations@dcdsb.ca) in advance so that arrangements can be made.
5. This form and all delegation materials must be submitted to the Secretary of the Board by 4:00 p.m. five (5) business days prior to the Board meeting or in the case of a committee meeting by 4:00 p.m. on week prior to the committee meeting.
6. Shortened timelines may be approved only at the discretion of the Chair of the Board, and will only be considered where the following conditions apply:
  - The delegation directly pertains to matters appearing for the first time on the published Board agenda before the Board as an item for decision which has not previously been dealt with at a committee or meeting of the Board; 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. Submissions received after this time will not be permitted.
7. Delegates are not permitted to present to more than one (1) Committee on the same topic.
8. 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).
9. The time for each public delegation to speak, excluding the question-and-answer-period, shall not exceed ten (10) minutes.