



Delegation Request Form

The Windsor-Essex Catholic District School Board values public input from students, parents and taxpayers about its policies, practices, issues and its overall education system. Your assistance in providing the following information pertinent to your request to present to the Board is appreciated. Presentations at Regular Board Meetings should be limited to matters on the agenda.

Contact Information

Delegation's Name [ ] Email Address [ ]

Street Address [ ] City/Postal [ ]

Home Phone [ ] Cell Phone [ ]

If applicable, school(s) children attend

[ ]

Board Meeting Details

Board Meeting Date [ ]

Indicate which agenda item you would like to speak to [ ]

I am speaking as an Individual [ ]

If No, please list the name(s) of presenters accompanying you or name of organization.

[ ]

What is your affiliation to the Board? [ ]

If Other, please specify:

[ ]

Please indicate if your presentation/concern has been previously shared with [ ]

If Other, please specify:

[ ]

Please explain the nature of your presentation:

[ ]

Will you be able to provide the Board with documents of your presentation? [ ]

Do you require audio/visual equipment for your presentation? [ ]



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The Municipal Freedom of Information and Protection of Privacy Act places an obligation upon the Board to ensure that public presentations do not contain the names of specific employees or students or comments about employees or students that indirectly identify such persons. Presenters should also be aware of libel and slander legislation.

In addition, presenters are requested to ensure that the content does not contain any form of inappropriate comment on staff, students or members of the community within which the presenter lives or persons and schools in other communities. Presenters are expected to be respectful when making their presentations and should make them in a manner which reflects the Catholic Spirit, preserves Christian values and respects the dignity of others.

In respect for those in attendance, signs, placards and heckling will not be permitted in the Boardroom. The Chair of the meeting has the authority to ask offenders to remove themselves from the meeting, call a recess, adjourn the meeting, or take any other appropriate action.

Your presentation should address an item on the agenda and shall be no longer than five (5) minutes. The Chair of the meeting, at his/her discretion, may limit the number of delegates and/or deny requests where the presenter has previously represented his or her views on the agenda item, or where the proposed presentation is deemed inappropriate or unrelated to an agenda item.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, I understand that this completed document may be printed with the public meeting agenda, posted to the Board's website and made available to the media.

**DELEGATION REQUESTS WILL BE RECEIVED  
UNTIL NOON THE DAY *BEFORE* A BOARD MEETING.**

I have read, understand and agree to the above information.

Print Name

Date

Please **Save and Email** the Delegation Request Form to [beth\\_marshall@wecdsb.on.ca](mailto:beth_marshall@wecdsb.on.ca).

If you should have questions or concerns, please contact the Executive Assistant to the Board at 519-253-2481 Ext. 1289.