



REQUEST APPROVED	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Admin. 29(b)  
File Ref. M14  
February 2017

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**PUBLIC REQUEST TO GIVE INPUT RELATED TO AN ITEM ON THE AGENDA**

**Please Note:**

- Each individual/group is allowed a maximum of 3 minutes to present input to an item on the agenda and to answer questions from Trustees.

**In the interest of operating efficient Board meetings there will be occasions when delegations shall be limited.**

**1) INDIVIDUAL MAKING THE REQUEST:**

Name: \_\_\_\_\_

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

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

Name of Group Being Represented (if Applicable): \_\_\_\_\_

Name of Home School being represented: \_\_\_\_\_

Is this request related to a Motion and/or decision of the Board? Yes  No

**2) SPOKESPERSON (An individual or one designated person to represent a group of individuals)**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

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

**3) SPECIFIC STATEMENT OF ISSUE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4) SUMMARY OF KEY PRESENTATION POINTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please see reverse]

**5) IF APPLICABLE, YOUR KEY RECOMMENDATIONS/SUGGESTIONS TO ADDRESS THE PROBLEM/ISSUE:**

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**6) IF YOU WOULD LIKE PRINTED MATERIAL DISTRIBUTED PRIOR TO THE BOARD MEETING PLEASE SUBMIT ALONG WITH THE COMPLETED ADMIN. 29(b).**

Form prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

**HIGHLIGHTS OF POLICY 106 – DELEGATIONS TO THE BOARD:**

- Presenters should ensure that a completed Admin. 29(b) form is received by the Secretary to the Director's Office - Trustee Services at the Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario, L4G 0M1 by mail or fax (905) 713-1272 at least 30 minutes in advance of the Board Meeting.
- Presenters who are requesting the development of a proposed policy or the revision of an existing policy as part of their delegation to the Board must also complete and submit Appendix A (Rationale for the Development of a Proposed Policy or Revision of an Existing Policy) of Policy 101: Meta Policy: Policy Management and Governance.
- Presenters who use the name/title/position of a person in a negative, critical or derogatory manner shall have their presentation terminated. The Chair will direct the presentation to a private meeting of the Board. The presentation shall be processed as per Policy No. 424: Disposition of Complaints About Board Employees.