



**Hastings and Prince Edward  
District School Board**

**BOARD POLICY NO. 3-A  
FORM 3A-1**

<b>Adopted</b>	October 23, 2006
<b>Last Revised</b>	May, 2017
<b>Review Date</b>	May, 2020

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**REQUEST FOR DELEGATIONS AND PRESENTATIONS**

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Please provide the following information no later than five business days prior the meeting date.

**Person(s) requesting:** \_\_\_\_\_

**On behalf of: (organization)** \_\_\_\_\_

**For the board/committee meeting of:  
(name and date of meeting)** \_\_\_\_\_

**Subject/title:** \_\_\_\_\_

**Written outline (attach extra pages if needed):**

\_\_\_\_\_

\_\_\_\_\_

**List of attachments to be included in the board agenda package (attach to this request):**

**NOTE:** Additional materials brought to the meeting will be handed out at the chair's discretion.

\_\_\_\_\_

**Authority to speak: (if applicable)**

\_\_\_\_\_

\_\_\_\_\_  
Name of presiding officer

\_\_\_\_\_  
Signature of presiding officer

\_\_\_\_\_  
Signature of requesting person

Equipment required:  
(i.e. mic, projector, TV, etc.)

Special set-up required:  
(table, bulletin board, etc.)

Please specify length of time required: \_\_\_\_\_ **Please note that the presentation shall not exceed 20 min.**

Mailing address: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**Note:** As per Policy #3 Requests for delegations related to accommodation review processes where the Board will be conducting consultation processes as per Policy 15, section 6g:

The accommodation review process will consist of the following methods of consultation:

- Accommodation Review Committee (ARC)
- Consultation with municipal governments local to the affected school(s)
- Public meetings
- Public delegations

will be heard at regular meetings of the Student Enrolment/School Capacity meetings.

**RETURN TO:** Director's Office, The Education Centre  
Hastings and Prince Edward District School Board  
156 Ann Street, Belleville, Ontario, K8N 3L3  
Phone: 613-966-1170 Ext. 62201 Fax: 613-962-1048  
Or email: directors.office@hpedsb.on.ca

Date received: \_\_\_\_\_