

REQUEST TO APPEAR AS A DELEGATION

A delegation is an opportunity to appear before Council or a Committee concerning an item on the agenda prior to Committee or Council's consideration of the matter. Council welcomes and encourages public input. A person may appear before Council as a whole or during a specific Committee Meeting, as a Delegation concerning an item on the agenda. A person wishing to make a delegation shall submit a request to the Administrator.

Submissions must be respectful and adhere to the Council Procedures Bylaw, which also provides information on proper decorum and how the proceedings are carried out. The written summary from all submissions will be placed on the agenda. Delegations who attend the council meeting to present or respond to questions are subject to a fifteen (15) minute time limit. It is not required that all delegations attend in-person.

(To ensure your request is not refused or returned, please ensure completion of all five (5) sections below; requests must be received prior to regular meeting agenda deadlines, which is the Thursday prior the meeting by 12:00 noon)

1. Name of person wishing to appear before Council/Committee: _____
2. Daytime Telephone number: _____
3. Mailing Address or email address: _____

4. Meeting you are wishing to speak to Council/Committee: _____
5. **Clearly setting out the subject matter to be discussed AND the request being made of council** (please attach any other documents to this request if you deem it necessary):

Dear Reeve and Council of the Rural Municipality of Blaine Lake #434,

APPLICANT SIGNATURE

DATE & TIME RECEIVED IN OFFICE
AND INITIAL OF RM STAFF

Please consult the Council Procedures Bylaw 2017-02 for full information

Rural Municipality of Blaine Lake No. 434
PO Box 38, 118 Main Street, Blaine Lake, Saskatchewan, S0J 0J0
Telephone (306) 497-2282, Fax (306) 497-2423, Email rm434@sasktel.net

24. Delegations – Matters on Council Agenda

24.1 When a person wishes to speak to council on a matter already on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:

- (a) the name and correct mailing address of the spokesperson;
- (b) telephone number where the representative of the delegation can be reached during the day;
- (c) originally signed, except when submitted by facsimile or e-mail; and
- (d) clearly setting out the subject matter to be discussed and the request being made of council.

24.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be included on the council agenda.

24.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:

- (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

24.4 Delegations speaking before council shall address their remarks to the stated business:

- (a) Delegations will be limited to speaking only once; and
- (b) Rebuttal or cross debate with other delegations shall not be permitted.

24.5 A maximum of 15 minutes shall be allotted for each delegation to present his or her position of support or opposition.

24.6 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:

- (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
- (b) The Reeve shall at the conclusion of 15 minutes, inform the delegation that the time limit is up.
- (c) Only upon a motion to extend the 15 minute limitation adopted by a majority of members shall the 15 minute limit be extended.
- (d) Delegations will not be permitted to assume any unused time allocated to another delegation.

24.7 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:

- (a) Members shall not enter into debate with the delegation respecting the presentation; and
- (b) Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

25. Delegations – Matters not on Council Agenda

25.1 When a person wishes to speak to council on a matter not on a council agenda, for which a hearing is not required, that person shall notify the administrator in writing, which notice shall include the following:

- (a) the name and correct mailing address of the spokesperson;
- (b) telephone number where the representative of the delegation can be reached during the day;
- (c) originally signed, except when submitted by facsimile or e-mail; and,
- (d) clearly setting out the subject matter to be discussed and the request being made of council.

25.2 A request to speak to council pursuant to subsection 26.1 must be received by the administrator no later than the agenda deadline to be included on the agenda.

25.3 The administrator, who shall consult with council, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.

25.4 If a request to speak to council is refused pursuant to subsection 26.3, a copy of the request and reply, shall be forwarded to members by the administrator.

25.5 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is not on the agenda, the administrator will bring the request to the attention of council.

- (a) Delegations will be advised by the administrator that they may not be heard by council unless the majority of members vote to allow the delegation to speak within the motion to approve the agenda.

36. Conduct of Delegations

36.1 When addressing members at a council meeting, a delegation shall refrain from:

- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
- (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

Please consult the Council Procedures Bylaw 2017-02 for full information