

Delegation Request Form

To: Administrator, Rural Municipality of Estevan No. 5

Pursuant to Section 22 and 23 of Bylaw No. 2021-06 a Bylaw to Regulate the Proceedings of Municipal Council and Council's Committees, (cited as "The Council Procedures Bylaw"), I request to be a delegation at the _____ **(date)** Council Meeting of the Rural Municipality of Estevan No. 5.

Name of Group/Individual(s): _____

Name of Spokesperson: _____

Address: _____

Phone #: _____ Email: _____

Please give a brief description of the subject matter of the presentation:

Please indicated the specific request being made of Council:

*** Please attach any additional information to be presented ***

The RM of Estevan No. 5 collects information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, emails, presentations or other communication to the Municipality, you should be aware that your name and or submission(s) may become part of public record.

Please initial here to indicate that you have read the statement above



Dated this _____ day of _____, 20____

Print Name

Signature

For office use only:

Date of appearance:	Time:
Approved by:	Confirmation Date:

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RULES AND PROCEDURES FOR COUNCIL MEETING DELEGATIONS

In order to provide an efficient and fair method of dealing with delegations at Council meetings of the Rural municipality of Estevan No. 5, the following rules and procedures apply:

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Request Form (available from the Municipal Office). This form must be filed with the Administrator/Assistant Administrator no later than 3 business days before the Council meeting by 4:00pm. **(ie. Council Meetings are typically on a Wednesday, therefore the request and written materials must be received by the Administrator prior to 4:00 pm Thursday the week before)**
2. In order to ensure that Council will have adequate time to deal with municipal business, the Administrator (in consultation with the Reeve/Deputy Reeve) can limit the number of delegations appearing at any one meeting of Council.
3. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed and/or entertained.
4. Each delegation is limited to one spokesperson, except where Council otherwise permits and the total time allowed for any one delegation is limited to 15 minutes, (10-minute presentation and 5 minutes for questions.)
5. Delegations making application to discuss a matter that has already been discussed and dealt with through an earlier delegation, to satisfaction of Council, will not be allowed to appear before Council.
6. Presenters who deviate from the subject matter as indicated on their Delegation Request Form will be interrupted by the Chair. If the presenter persists in deviating from the subject matter, the Chair will terminate the presentation.
7. The Chair shall advise the spokesperson for a delegation before commencing the presentation, that the delegation must confine its comments to the contents of the brief as submitted.

BYLAW NO. 2021-06 - A BYLAW TO REGULATE THE PROCEEDINGS OF MUNICIPAL COUNCIL AND COUNCIL'S COMMITTEES

Section 33. Conduct of Delegations

- 33.1 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.

Section 35. Improper Conduct

- 35.1 The reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 32, leave or be expelled from the meeting.
- 35.2 The reeve may request that any delegation who addresses council improperly as set out in section 33, leave or be expelled from the meeting
- 35.3 No person shall refuse to leave a council meeting when requested to do so by the reeve.
- 35.4 Any person who refuses to leave when requested to do so may be removed.
- 35.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the reeve may recess the meeting until the person leaves or adjourn the meeting to another day.