

**RM of Pleasantdale # 398
Delegations Policy**

Rules for Hearing of Individuals or Delegations by RM398 Council:

Individuals or Delegations wishing to address Council are requested to submit a brief outline of the subject of their presentation, in order that members of Council may familiarize themselves with the issue, in advance of the Council Meeting, and be better prepared to consider the same. Each speaker is therefore asked to complete and submit this form with any accompanying documentation, to the RM Office by 9:00 am on the Friday preceding the Council meeting, in time for inclusion in the Council's agenda package.

Presentations are limited to a maximum of ten (10) minutes per subject matter. *(Note: the time limit may be extended by discretion of Council.)*

Name: _____ Date: _____

Address: _____ Phone: _____
(applicants address)

Representing: _____ Title: _____
(Name of Organization – if applicable)

Reason for appearing is _____

Additional requirements for presentation (ie: documentation, power point, physical display, etc)

Signature: _____

Rules of conduct when appearing before Council as a Delegation

Second Thursday of the Month

10:00 am _____

10:30 am _____

To ensure that the best use of time is achieved and order is maintained throughout the presentation, it is imperative that rules of conduct be implemented and followed. These rules are as follows:

- It is recommended that delegations wishing to appear before Council schedule their appearance by contacting the RM Office at (306) 874-5732 and completing the applicable form.
- In situations where a delegation consists of many people, one spokesperson must be appointed for the group.
- Should special audio-visual equipment be required for the presentation, it is suggested that such equipment is provided by the presenter, or suitable arrangements be made with the administrative staff beforehand.
- If written documentation is to be presented to Council, seven (7) copies shall be provided for distribution on or before 9:00 am on the Friday preceding the date of the Council meeting.
- All comments are to be directed to the Chairperson.
- Where a breach of conduct occurs, the Chairperson shall give the presenter a warning. Should a second infraction occur, the presentation will be terminated and they will be asked to leave the Chamber.
- All written submissions to Council from approved delegates may be distributed publicly.