



DELEGATIONS FORM

Rules for the Hearing of Individuals or Delegations

Individuals or Delegations wishing to address Council should 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 Town Office by **4:00 p.m. Monday preceding the Council meeting**, in time for inclusion in the Council's agenda package.

As there are many items on each agenda, **Presentations are limited to a maximum of fifteen (15) minutes** per subject matter. (Note: The time limit may be extended by unanimous resolution of Council.)

NAME _____ DATE _____

ADDRESS _____ PHONE _____
(applicant's residence)

REPRESENTING _____
(Name of Organization, if any)

MY REASON FOR APPEARING IS

ADDITIONAL REQUIREMENTS FOR PRESENTATION (i.e. documentation, power point presentation, physical display(s), etc.)

ESTIMATED LENGTH OF PRESENTATION: _____ Minutes

Signature



**RULES OF CONDUCT WHEN APPEARING BEFORE
COUNCIL IN PERSON OR AS A
DELEGATION**

Second Tuesday of the

Month:

6:15 p.m. _____

6:30 p.m. _____

6:45 p.m. _____

To ensure that the best use of time is achieved, and order is maintained throughout these presentations, 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 Town Office at (306)492-2202.
- to allow members of council to prepare for delegations, all presenters shall register with the office by 4:00 p.m. the Monday before the meeting and **must** provide a specific topic in writing.
- in situations where a delegation consists of multiple people, **one spokesperson** must be appointed for the group.
- should special audio-visual equipment be required for a presentation, it is incumbent that such equipment is accompanied with the presenter, or suitable arrangements be made with administrative staff beforehand.
- all delegations will be limited to a **15 MINUTE PRESENTATION**. Where additional time is required, such a requirement should be communicated to administrative staff at the time of scheduling.
- Language shall always remain civil.
- where a breach of conduct occurs, the Chairperson shall give the presenter a warning. Should a second infraction occur, the presentation shall be terminated, and the delegation/person will be requested to leave the premises.