



## **POLICY FOR DELEGATIONS**

### Overview:

In order to provide for an early and fair method of dealing with delegations at Council meetings.

### Delegation Policy:

The following rules and procedures will apply:

1. All persons wishing to appear before Council as a delegation shall register by completing a Delegation Registration Form (available from the Municipal Office). This form must be filed with the CAO (Office) no later than 24 hours before the scheduled commencement of the meeting at which appearance is requested.
  - 1.1 Council may as an exception to #1 depending on severity, be awarded Council's attention at their discretion.
2. All delegations are welcome after 6:30 p.m.
3. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed or entertained.
4. Delegations may be limited to 10 minutes and the Chair shall interrupt the presenter when the expired time approaches to inquire as to the time required to complete the presentation. The Chair has the sole discretion of allowing additional time to complete the presentation.
5. Delegations making application to discuss a matter that has already been discussed and dealt with through an earlier delegation, to the satisfaction of Council, may not be allowed to appear before Council.
6. Presenters who deviate from the subject matter as indicated in their Delegation Registration will be interrupted by the Chair. If the presenter persists in deviating from the subject matter the Chair may terminate the presentation.
7. Matters concerning municipal personnel shall not be discussed in an open meeting of Council.

## DELEGATION REGISTRATION

### **RURAL MUNICIPALITY OF WHITEMOUTH COUNCIL MEETING**

I/We, \_\_\_\_\_ wish to appear as a Delegation at  
the next meeting of the R.M. of Whitemouth Council on \_\_\_\_\_.

Current Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number

(During normal Business Hours)

\_\_\_\_\_

\*Note: If this is a group, then please print name of group and show spokesperson below:

Group: \_\_\_\_\_

Spokesperson: \_\_\_\_\_

My/Our appearance before Council is to discuss the following matter/issue (be specific):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*Attach information that is to be distributed to council\*\*\*

**Please note: If the subject matter listed above has been dealt with to the satisfaction of Council, then the issue/item will not be discussed further.**

\_\_\_\_\_  
Signed – Delegate/Spokesperson

Received by: \_\_\_\_\_

\_\_\_\_\_  
Date/Time

Signed: \_\_\_\_\_  
R.M. of Whitemouth