



Delegation Request Form

To: Administrator, Rural Municipality of Sherwood No. 159

Pursuant to section 23 and 24 of Bylaw No. 09/22 – A Bylaw to Regulate the Meeting Procedures of Council Meetings and Committee Meetings, I request to be a delegation at the _____ (date) Council Meeting of the Rural Municipality of Sherwood No. 159.

I would like to discuss the following subject matter with Council. Please attach any additional information to be presented.

Spokesperson Information

Name: _____

Address: _____

Phone #: _____

Email: _____

Dated this _____ day of _____, 20_____

Print Name

Signature

To submit your request to appear before Council as a delegation, complete the above form and submit to:

RM of Sherwood No. 159
4400 Campbell Street
PO Box 40029 Grasslands PO
Regina, SK, S4W 0L3
Fax: 306-352-1760
Email christine@rmofsherwood.ca

**Section 23 and 24 of Bylaw No. 09/22 –
A Bylaw to Regulate the Meeting Procedures of Council Meetings and Committee Meetings**

23. Delegations - Matters on Council Agenda

- 23.1 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, the 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) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to be discussed and the request being made of Council.
- 23.2 A request to speak to Council pursuant to subsection 23.1 must be received by the Administrator no later than the agenda deadline in order to be included on the Council agenda.
- 23.3 In the event 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.
- 23.4 Delegations speaking before Council shall address their remarks to the stated business:
- a) Will be limited to speaking only once; and
 - b) Rebuttal or cross-debate with other delegations shall not be permitted.
- 23.5 A maximum of 10 minutes shall be allotted for each delegation to present their position of support or opposition.
- 23.6 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 10 minutes, inform the delegation that the time limit is up;
 - c) Only upon a motion to extend the 10 minute limitation adopted by a majority of members shall the 10 minute limit be extended; and
 - d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 23.7 Upon the completion of a presentation to Council, any dialogue between members and the delegation shall be limited to members asking questions for clarification and obtaining additional or 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.

24. Delegations - Matters Not on Council Agenda

- 24.1 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, the notice shall include the following:
- a) The name and correct contact information of the spokesperson;
 - b) Telephone number where the representative of the delegation can be reached during the day;
 - c) Original signature, except when submitted by facsimile or email; and
 - d) The subject matter to be discussed and the request being made of Council.
- 24.2 A request to speak to Council pursuant to subsection 24.1 must be received by the Administrator no later than the agenda deadline to be included on the agenda.
- 24.3 The Administrator, who shall consult with Council may refuse to accept a request to speak to Council if Council has, within the six months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- 24.4 If a request to speak to Council is refused pursuant to subsection 24.3, a copy of the request and reply shall be forwarded to members by the Administrator.
- 24.5 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.