

RURAL MUNICIPALITY OF ST. ANDREWS

RULES AND PROCEDURES FOR COUNCIL MEETING DELEGATIONS

In order to provide for an early and fair method of dealing with delegations at Council meetings of the R.M. of St. Andrews, the following Rules and Procedures will apply:

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Registration Form (available from the Municipal Office). This form must be filed with the CAO (Office) no later than 120 hours (5 days) before the scheduled commencement of the meeting at which appearance is requested.
2. Presentation Information is to be submitted in advance of the meeting for review. If the matter to be presented has already been resolved by Council or a matter that is under current or anticipated legal proceedings, then it shall not be considered by Council and the Applicant(s) shall be advised accordingly. Delegates will be required to submit presentation material to the administration office on the Thursday prior to the Council meeting date for inclusion in Council's meeting package. If information is not available prior, 9 copies of all written materials will need to be provided at the Council meeting.
3. In order to ensure that Council will have adequate time to deal with municipal business, there shall be a limit of 3 delegations included on an agenda and will be scheduled on a first come first served basis, but the CAO is granted authority to schedule and limit delegations as deemed appropriate.
4. In the case where a delegation is denied for a specified Council meeting, the CAO (in consultation with the Mayor and/or Deputy Mayor) shall review such denial (if requested to do so) and may reconsider the denial if the matter is deemed to be of an urgent nature.
5. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed and/or entertained.
6. Delegations will 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 an additional 5 minutes to complete the presentation.
7. Delegations making application to discuss a matter that has already been discussed with and dealt with through an earlier delegation, to the satisfaction of Council, will not be allowed to appear before Council.
8. 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 will terminate the presentation.



DELEGATION REGISTRATION FORM



RURAL MUNICIPALITY OF ST. ANDREWS COUNCIL MEETING

I/We, _____ wish to appear as a Delegation at the
(print name)

next meeting of the R.M. of St. Andrews Council of _____.
(meeting date)

NOTE: If this is a group then please print name of group and show spokesperson below.

Spokesperson: *(if different from above)* _____

Phone Number: _____ **E-mail:** _____

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

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.

Delegation's Signature:

(signed)

(print name)

Date

Received by: _____
R.M. of St. Andrews

Time