

**Bylaw # 5-2016**  
**Form 3 – Request for the Hearing of Individuals or Delegations**

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 Town Office by **12:00 noon Thursday 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 unanimous resolution of Council.)

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
(APPLICANTS RESIDENCE)

**REPRESENTING** \_\_\_\_\_  
(Name of organization, if applicable)

\_\_\_\_\_  
(Capacity, Title, Office)

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_  
(OF DELEGATION, IF DIFFERENT FROM RESIDENCE)

**MY REASON FOR APPEARING IS** \_\_\_\_\_

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

**ADDITIONAL REQUIREMENTS FOR PRESENTATION** (ex: documentation, power point presentation, physical display(s), etc.)

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

Estimated time required

Signature

\_\_\_\_\_

\_\_\_\_\_

**RULES OF CONDUCT WHEN APPEARING BEFORE COUNCIL AS A DELEGATION**

Second Tuesday of the month

7:30 pm \_\_\_\_\_

7:45 pm \_\_\_\_\_

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) 874-2280
- To allow members of council to prepare for delegations, all presenters shall register with the Town Office at least 48 hours (2 days) before the council meeting and **must** provide a specific topic in writing
- 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 a presentation, it is incumbent that such equipment is accompanied with the presenter, or suitable arrangements be made with administrative staff beforehand.
- If written documentation is provided, there should be seven copies, and would become public record.
- All delegations will be limited to a **10 MINUTE PRESENTATION**. Where additional time is required, such a requirement should be communicated to administrative staff at the time of scheduling.
- **All comments will be directed to the Chairperson and there shall be no interaction between parties in the gallery. Delegations shall adhere to all directions from the Chairperson.**
- **Language shall remain civil at all times.**
- 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 requested to leave the premises.

A written answer advising of action taken will be sent to the delegate(s) following the meeting. All written submissions to Council from approved delegates may be distributed publicly