

RM of Oakview

POLICY AND PROCEDURE MANUAL		POLICY NO: 2022-4
REFERENCE Office	ADOPTED BY: Resolution # 301/22 Adopted Date: November 28, 2022	
TITLE: Public Delegations		Head of Council: Bob Christie CAO: Marci Quane

Purpose:

The purpose of the policy is to provide for a fair method of dealing with delegations at Council meetings of the Rural Municipality of Oakview.

Procedures:

1. All persons 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 48 hours before the scheduled commencement of the meeting at which appearance is requested.
2. In order to ensure that Council will have adequate time to deal with municipal business, the CAO can limit the number of delegations appearing at any one meeting of Council.
3. In the case where a delegation is denied for a specific Council meeting, the delegation shall be placed on the next regular council meeting agenda.
4. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed or entertained.
5. Delegations may be limited to 15 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.

6. 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.
7. 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.
8. To ensure that Council makes an informed decision, a delegation inquiry/request will be moved to the agenda of the next regular council meeting.



DELEGATION REGISTRATION

RURAL MUNICIPALITY OF OAKVIEW COUNCIL MEETING

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

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

Spokesperson: _____

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

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

Received by: _____

Date/Time: _____