

RURAL MUNICIPALITY OF BRITANNIA NO. 502

BYLAW NO. 23-2026

Form 3.2 – Delegation Request – Matter not on Council Agenda
Section 26

Date: _____

To: _____, CAO, Rural Municipality of Britannia No. 502

From: _____ (name of individual or group/ organization)

Pursuant to Section 26 the Council Procedure Bylaw, I hereby request to speak to council on a matter not on a council agenda, for which a hearing is not required.

Name of Individual or Group/ Organization Spokesperson: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Please clearly set out the subject matter to be discussed and the request being made of council (attach additional page(s) if required):

Please note:

- A request to speak to council pursuant to Section 26 must be received by the CAO no later than the agenda deadline (5:00 p.m. on the Friday before the regular council meeting) to be included on the agenda.
- The CAO, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter by resolution or bylaw.
- If a request to speak to council is refused pursuant to Subsection 26.3, a copy of the request and reply (Form 4), shall be forwarded to members by the CAO.
- In the event that a delegation makes an application to the CAO after the agenda deadline, regarding a subject which is not on the agenda, the CAO will bring the request to the attention of council.
 - (a) Delegations will be advised by the CAO 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.

Conduct of Delegations:

When addressing members at a council meeting, a delegation shall refrain from:

- (a) Speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;

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- (b) Using offensive words in referring to a member, an employee of the municipality or a member of the public;
- (c) reflecting on a vote of council except when moving to rescind or reconsider it;
- (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
- (e) shouting or using an immoderate tone, profane, vulgar or offensive language.

Dated this ____ day of _____, 20__

(signature of individual or spokesperson)

Received by CAO on: _____

Council Meeting Date: _____

Request for Delegation Accepted _____

- i. Council Meeting Agenda Item: _____
- ii. Delegation Time: _____

or

Request for Delegation Denied as per Subsection 26.3 _____

- i. Council notified by Completed Form 4 on: _____ (date)
- ii. Individual or Spokesperson notified by Completed Form 4 on: _____ (date)