

RURAL MUNICIPALITY OF BRITANNIA NO. 502

BYLAW NO. 23-2026

Form 3.1 – Delegation Request – Matter on Agenda  
Section 25

Date: \_\_\_\_\_

To: \_\_\_\_\_, CAO, Municipality of Britannia No. 502

From: \_\_\_\_\_ (name of individual or group/ organization)

Pursuant to Section 25 the Council Procedure Bylaw, I hereby request to speak to council on **a matter already 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 25 must be received by the CAO no later than the agenda deadline (5:00 p.m. on the Friday before the regular council meeting) in order to be included on the council agenda.
- In the event that the delegation makes an application to the CAO after the agenda deadline, regarding a subject which is already on the agenda, the CAO will bring the request to the attention of council and delegations will be advised by the CAO that they may or 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.
- Delegations speaking before council shall address their remarks to the stated business:
  - (a) Delegations will be limited to speaking only once; and
  - (b) Rebuttal or cross debate with other delegations shall not be permitted.
- A maximum of fifteen (15) minutes shall be allotted for each delegation to present their position of support or opposition.

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Section 25 - continued

- 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 fifteen (15) minutes, inform the delegation that the time limit is up.
  - (c) Only upon a motion to extend the fifteen (15) minute limitation adopted by a majority of members shall the fifteen (15) minute limit be extended.
  - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, 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.

**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;
- (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: \_\_\_\_\_

Delegation to be added to Agenda \_\_\_\_\_

or

Delegation Requires Council Approval at start of Meeting \_\_\_\_\_

Council Meeting Agenda Item: \_\_\_\_\_

Delegation Time: \_\_\_\_\_