

Village of Leask

Policy Title Rules of Conduct When Appearing Before Council as Delegation		Adopted By Council Motion	Policy Number P2022-005	
Jurisdiction Village of Leask	Attachments Delegation Registration		Effective Date: March 16, 2022	Page 1 of 3
Reviewed By Council				

1. POLICY

1.01 The Village of Leask shall establish a Rules of Conduct When Appearing Before Council as Delegation Policy

2. PURPOSE

2.01 The purpose of this policy is to ensure that the best use of time is achieved, and is maintained throughout these presentations, it is imperative that rules of conduct be implemented and followed.

3. SCOPE

3.01 This Statement of Policy and Procedure applies to the General Government Department.

4. RESPONSIBILITY

4.01 That the Village of Leask ensure that the best use of time is achieved and order is maintained throughout presentations at Council Meetings.

5. PROCEDURE

5.01 It is recommended that delegations wishing to appear before Council schedule the appearance by contacting the village office at 306-466-2229.

5.02 To allow members of council to prepare for delegations, all presenters shall register with the village office at least 96 hours (4 days) before the council meeting and **MUST** provide a specific topic in writing.

5.03 In situations where a delegation consists of many people, **One spokesperson** must be appointed for the group.

5.04 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.

- 5.05 If written documentation is provided, there should be seven copies, and would become public record.
- 5.06 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.
- 5.07 **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.**
- 5.08 Language shall always remain civil.
- 5.09 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.
- 5.10 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.

DELEGATION REGISTRATION

Village of Leask

I/We, _____ wish to appear as a Delegation at the next meeting of the Village of Leask Council on _____

Current Mailing Address

Phone Number

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

GROUP: _____

SPOKESPERSON: _____

My/ Our appearance before Council is to discuss the following matter/issue:

** If additional information please provide an attachment.

** Please note that if Council determines they have dealt with the matter to their satisfaction the issue/item will not be discussed further.

Signature Spokesperson/Delegate

Received by

Date

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