



Town of Esterhazy
600 Sumner Street Box 490
Esterhazy, SK S0A 0X0
306-745-3942

DELEGATION REQUEST FORM

****Note** Request must be received no later than the Friday by noon, prior to the date of the meeting which it is desired that it should be presented to Council.**

****Your request in its entirety may be included in the Council Agenda and that Council Agendas are public documents.**

Name: _____

Civic Address & Box Number: _____

Phone Number: _____

Email: _____

Are you speaking on behalf of neighbourhood group, business or organization?

Clearly Describe Subject Matter to be Discussed; be specific.

****Note** If you have already been a delegate on this matter, you need to specify the new information you intend on sharing.**

****Attach any supporting or additional documents.**

I _____ hereby swear/affirm that the information I provide is true and correct. Also, by signing this form I understand that this information may be used in formal proceedings.

Signature

Date

Town of Esterhazy Council Procedures Bylaw 729-15 Section 24

- 24.2 A request to speak to council pursuant to subsection 25.1 must be received by the administrator no later than the agenda deadline in order to be include on the council agenda.
- 24.3 In the event that a delegation makes an application to the administrator after the agenda deadline, regarding a subject which is on the agenda, the administrator will bring the request to the attention of council:
- a) Delegations will be advised by the administrator 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.
- 24.4 Delegations speaking before council shall address their remarks to that stated business:
- a) Delegations will be limited to speaking only once; and
 - b) Rebuttal or cross debate with other delegations shall not be permitted.
- 24.5 A maximum of ten (10) minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 24.6 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 mayor shall at the conclusion of ten (10) minutes, inform the delegation that the time limit is up.
 - c) Only upon a motion to extend the ten (10) minute limit be extended.
 - d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 24.7 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.