



## TOWN OF LUMSDEN Delegation Request

<b>Date:</b>		
<b>Name:</b>		
<b>Phone number:</b>		
<b>Email address or Mailing address:</b>		
<b>Date requested:</b>		<b>Time:</b>
<b>Reason for request:</b>		
<b>What outcome are you requesting?</b>		
<b>Have you spoken to a Council Member?</b>		

**Please review the information provided on the back of this request form.**

<b>For Internal Use:</b>	
<b>Reviewed &amp; Approved by:</b>	
<b>Date Approved:</b>	
<b>Time Approved:</b>	



## Information for Council Meeting Delegates

If you wish to appear before Council during a regularly scheduled meeting, please complete the Delegation Request Form and submit it to the Lumsden Municipal Office.

Requests must be submitted no later than 7 business days prior to a scheduled meeting. The Chief Administrative Officer (CAO) may only schedule 2 delegations per meeting. The CAO may approve or deny the request or add additional delegates, pursuant to the Council Procedure Bylaw.

### **Delegate Preparation:**

Delegates are encouraged to speak to a member of Council and/or Administration staff with any questions they may have, prior to requesting a delegation with Council.

Delegates are asked to provide any documents, pictures, etc. that they wish to present to Council, no later than 7 days prior to the meeting, so that Council members have time to review those documents. Documents may be sent electronically to [town.lumsden@sasktel.net](mailto:town.lumsden@sasktel.net) or dropped off at the municipal office.

### **Presentation to Council:**

- Delegates are allotted a maximum of 15 minutes for their presentation; Council may choose to extend the time limit of the presentation if they feel it is necessary
- It is encouraged to have a spokesperson to speak on behalf of large groups
- Members of Council may ask delegates questions for clarification but will not engage in debate during or after the presentation

### **Conduct of Delegations:**

When addressing Council members or staff, a delegate shall refrain from:

- speaking disrespectfully, shouting or using an immoderate tone, profane, vulgar or offensive language.

### **Upon completion of the Delegation:**

If the delegate has requested a response from Council, their request will be discussed when Council reaches the matter on the agenda. If the matter was not listed on the agenda or Council requires Administration to gather more information, it will be scheduled for further discussion at a future meeting.