

Public Participation in Council Meetings Policy

Rural Municipality of Birch Hills No. 460

Date Adopted: May 6, 2015

POLICY STATEMENT

The Rural Municipality of Birch Hills No. 460 recognizes that public engagement is a vital part of local democracy. To this end, the RM is committed to:

- Providing honest, meaningful and accessible engagement opportunities for residents and ratepayers;
- Promoting understanding of local issues, informed decision making and best possible solutions to local issues;
- Integrating public engagement in decision-making at all levels of the organization;
- Providing sufficient timeframes and adequate resources to plan, coordinate and conduct public engagement processes.

Where appropriate, this policy applies to internal as well as external projects and initiatives.

PURPOSE

The purpose of this policy is to provide decision-makers, municipal staff, residents and ratepayers with a consistent and genuine public engagement process.

1. Notice of council meetings open to the public will be given pursuant to Bylaw 03-2005 and/or the provisions of *The Municipalities Act* Section 128.
2. Individuals and groups wishing to speak and present to the Rural Municipality of Birch Hills No. 460 Council must submit a request in the prescribed attached form to the Administrator or designate at least two business days prior to the meeting. Presentation material outlining the intention of the presentation for prior distribution to the Council Members and appropriate personnel is required at least two business days prior to the meeting.
3. Given the limited number of presentations that the Council is able to hear, individuals or groups who have made presentations to the Council on a similar or related subject in the past will be given lower priority than individuals/groups that have not yet had the opportunity to present to the Council.
4. Presenters will be given fifteen minutes for presentation and up to fifteen minutes for subsequent discussion, unless the delegation has already addressed the topic at a previous meeting; then the delegation shall be limited to speaking for a maximum of five (5) minutes. Time limits will be at the discretion of the Chair/Reeve and Council Members.
5. Persons or groups who would like an item on the agenda but do not wish to speak to the subject may submit written material to the Administrator or designate up to two business days prior to the council meeting.
6. All individuals and groups making presentations will receive correspondence regarding their presentation or agenda item within thirty days following the council meeting.

7. As a delegation, you should not speak disrespectfully of any person, use offensive words, speak on any subject other than the subject for which you have received approval, disobey any decision of the Chair/Reeve and Council Members or enter into cross debate with other delegations, staff, Committee/Council members. The person presiding at the meeting has the authority to expel any person with improper conduct from the meeting as per Subsection 119(3) of *The Municipalities Act*.
8. Appointments of delegation may be recorded at the discretion of the Reeve, Council and Administrator.
9. The Reeve, Council and Administrator have the right to refuse appointments based on the topic and meeting agenda.

It is recognized that meetings of Council are public, and that members of the public may attend meetings, subject to certain rules of order.

- A. Attendees not making a formal presentation to Council may attend as observers. Observers shall:
 - Be seated in the area designated by Council at all times during the meeting;
 - Refrain from speaking while the Council meeting is in progress;
 - Refrain from any form of rude or aggressive behavior and refrain from making any body motions or gestures that may be disruptive in any manner.
- B. Should anyone contravene any of the terms set out in A. above, the Reeve and Council may cause to have the attendee or attendees in contravention removed from the Council Chambers immediately, and may further ban the attendee(s) in contravention from attendance at meetings of Council and the municipal office permanently.

**Council and Standing Committee
DELEGATE REQUEST FORM**

Name: _____ Date of Request: _____

Fax form to: 306-749-2220 or email to: rm460@sasktel.net

Note: * Indicates information that must be entered. (Please print clearly in the space provided.)

PART I – Contact Information	
*Last Name	*First Name
*Company Name	
*Contact Phone	*Email

PART II – Council Meeting Details
Council / Committee Meeting Date
*Who are you representing? (Yourself or a group – if representing a group, please enter the complete mailing address.)
*Issue to be presented (Please give a brief description of your concern)
*Specific action to be requested of Council

PART III – Collection of Personal Information
<input type="checkbox"/> *Please check here to indicate that you have read the statement below.
The Rural Municipality of Birch Hills No. 460 collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, e-mails, presentations or other communications to the RM, you should be aware that your name and/or submission(s) may become part of the public record and may appear on the RM's website.