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## **DELEGATE INFORMATION FORM**

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### **What do I need to know?**

Detailed information on delegations can be found in Bylaw No. 2021 – 01 Council & Committee Procedures.

A copy of Bylaw No. 2021 – 01 can be found on the Municipal website or a paper copy can be provided free of charge to rate-payers or at a small fee to non-rate-payers.

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### **What do I have to do before the meeting?**

A Delegation Registration Form and any attachments needs to be received by the Administrator by noon on the Friday before the next scheduled Council Meeting.

The Delegation Registration Form shall be completed in full and fully executed by the Delegate and the Administrator.

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### **What time should I arrive for the meeting?**

Please arrive 15 minutes before your scheduled time slot.

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### **What can I expect during the meeting?**

Delegations shall adhere to direction given by the Chairperson; language shall remain civil.

A maximum of 5 minutes is allotted to the Delegate, a motion may be passed by Council to extend the time limit.

Rebuttal or cross debate with other delegates is not permitted.

Council may ask questions for clarification or to obtain additional information as is relevant.

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### **Other Considerations**

Once a motion has been moved, no further representation or questions of the delegation shall be permitted.

A request to speak to Council may be refused if within six (6) months immediately preceding the request, Council has already heard from the person and dealt with the same or substantially similar matter by a resolution or bylaw.

**DELEGATION REGISTRATION**

**Rural Municipality of Montrose No. 315**

I/We, \_\_\_\_\_ wish to appear as a Delegation at the next  
Regular Council Meeting of the Rural Municipality of Montrose No. 315 on \_\_\_\_\_.

Current Mailing Address	Phone Number
_____ _____ _____	Email Address

**GROUPS**

If this is a group, please print the name of the group and indicate the spokesperson.

Group Name: \_\_\_\_\_  
Spokesperson: \_\_\_\_\_

My/Our appearance before Council is to discuss the following matter.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Any additional information related and applicable to the matter can be attach to this form.  
\*\*Please note, if Council determines they have dealt with the matter to their satisfaction the matter will be considered closed.

\_\_\_\_\_  
Signature Delegate/Spokesperson

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator