
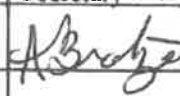


Organized Hamlet of Pelican Cove/RM of Leask					
Policy Name	<b>DELEGATIONS TO THE BOARD</b>				
	Motion No.	Date	Chair	Vice-Chair	Secretary
Adopted	20125	March 12			
Amended					

*The purpose of this policy is to provide a guideline for acceptance of presentations from residents of the hamlet. This provides residents with equal opportunity to be heard by the hamlet board.*

**Procedures:**

- a) Hamlet board meetings are *not* public, but the board must have a policy for accepting presentations from residents. The hamlet board shall provide residents with meeting dates to be posted on the RM website not less than seven (7) days prior to hamlet board meetings, *Section 24(1), 27.1, 27.3 Municipalities Act, Saskatchewan.*
- b) Requests for presentations should be made at least seven (7) days prior to a board meeting. These requests must include;
  1. A brief description of the presentation and its purpose.
  2. For written communications, must be printed, typewritten or legably written containing mailing address of the writer and signed with the name of the writer.
  3. For electronic communication, must contain the name of the writer and both mailing and electronic address of the writer.
- c) The presenters are requested to ensure that the content does not contain any form of inappropriate content. Their presentations should reflect values and respect the dignity of others.
- d) A presentation may be made on a topic only once to the board within a twelve (12) month period, unless the subject matter of the delegation has changed substantially since the prior presentation was made.
- e) Delegates will;
  1. Present concerns in a positive and constructive manner,
  2. maintain a level of decorum which will allow meetings to proceed effectively; and
  3. refrain from the use of abusive or derogatory language; in such case the presenter will be asked to leave.
- f) The maximum time allowed for presentation is fifteen (15) minutes. The Chairperson shall at the conclusion of fifteen (15) minutes inform the presenter time is up.

- g) The hamlet board will notify the person or group regarding the scheduling of their presentation. The individual will be advised by the chairperson that the presentation may not be considered by the hamlet board unless the majority of members, through resolution, accept the presentation.
- h) The presentation may be at a board scheduled meeting or at another meeting arranged by the hamlet board. The hamlet board will notify the person or group regarding the scheduling of their presentation.
- i) The hamlet board shall take the time to understand the values and concerns of ratepayers and listen to what they have to present.
- j) The hamlet board shall take note of residents requests and do what they can to achieve their goals without jeopardizing the direction of the hamlet or municipality.
- k) When addressing residents' concerns, the hamlet board shall keep to the facts, remain impartial and treat ratepayers fairly and respectfully.
- l) The hamlet board shall respect the confidentiality of the residents as per *Local Authority of Information & Protection of Privacy Act, Saskatchewan*.