

Town of Churchbridge

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Administrator: Carla Kaeding

**REQUEST TO PRESENT TO COUNCIL
(Must be received one week prior to Council meeting)**

NAME _____

ADDRESS _____

Date of Request _____

Meeting Date _____

Details of Presentation

Time of presentation will be confirmed by Administrator/Admin Assistant the Friday before the Council Meeting Date.

You will be given 5-7 minutes to make presentation and will be notified of the outcome of Council’s decision by mail.

Only those details listed above can be discussed at the indicated time.

3.1.8 COUNCIL MEETING PROCEDURES

3.1.8.0 Submissions/Correspondence to Council

Correspondence and submissions to Council must be received by the Administrator **four days** prior to the scheduled regular meeting of Council in order to provide research to be conducted on the matter being presented to Council.

Submissions/Correspondence received by the Administrator within four days of the Council meeting will be added to the agenda at the Administrator's discretion, otherwise it will be referred to the next regular meeting of council.

Submissions/correspondence received by the Administrator within four days of the Council meeting will be automatically added to the agenda if the subject matter poses a risk or threat to the safety, well- being or health of the general public.

3.1.8.1 Delegations

Should an individual wish to address Council at a regular scheduled meeting, the individual must contact the Administrator **one week** prior to the Council meeting.

The individual must provide the Administrator the following information:

- who will be speaking
- description of the issue being addressed.

Delegations are allotted 5-7 minutes to address Council unless Council grants them an extension of time.

The Administrator will inform the individual of the time he/she is scheduled to speak.

3.1.8.2 Complaints

A person or company or group of persons who feel they have a legitimate complaint to bring forward to the Town Council of the Town of Churchbridge should do so by:

- Submitting the complaint in writing to the Town office or a Councillor to give to the office to be placed on the up-coming agenda; or
- Attending the next or up-coming regular meeting of Council by contacting the Administrator to be placed on the agenda of the meeting they wish to attend giving a written description of the issue being addressed. If not on the agenda - Council will not hear the complaint. The person, company or group of persons will be given a certain time (approximately 5-10 minutes) to address their complaint to the Town Council.

The person, company or group of persons will be notified of the outcome of Council's decision by mail.