

RURAL MUNICIPALITY OF ORKNEY NO. 244

BYLAW No. 5/2026

A BYLAW TO REGULATE THE MEETING PROCEDURES OF COUNCIL, COUNCIL COMMITTEES AND OTHER BODIES

The Council of the Rural Municipality of Orkney No. 244 in the Province of Saskatchewan enacts as follows:

PART I – INTERPRETATION

Short Title

1. This bylaw may be cited as “The Council Procedures Bylaw”.

Purpose

2. The purpose of this bylaw is to establish clear, transparent, consistent and accessible rules for conducting business at meetings, for council members, administrations and the public to follow and participate in governing the municipality and for council in establishing council committees.

3. Definitions

3.0 In this bylaw:

- (a) “Act” means *The Municipalities Act*
- (b) “Acting Reeve”¹ means the councilor elected by council to act as the Reeve if a vacancy arises in that office.
- (c) “Adjourn” means to suspend proceedings to another time or place.
- (d) “Administration” means the administrator or an employee accountable to the administrator.
- (e) “Administrator” means the person appointed as administrator pursuant to section 110, *The Municipalities Act*.
- (f) “Agenda deadline” means the time established in subsection 13.6 of this bylaw.
- (g) “Business day” means a day other than a Saturday, Sunday or holiday.
- (h) “Chair” means a person who has the authority to preside over a meeting.
- (i) “Committee” means a committee, board, authority or other body duly appointed by council.
- (j) “Communications” include, but are not limited to the following: letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or newspaper/magazine article.
- (k) “Consent agenda” means a portion of a meeting that lists items of business which are routine in nature and do not require substantial discussion and/or debate.
- (l) “Council” means the Reeve and councilors of the municipality elected pursuant to the provisions of *The Local Government Election Act*.
- (m) “Councilor” means the council member duly elected in the municipality as a councilor, in accordance with *The Local Government Election Act*.
- (n) “Deputy Reeve” means the councilor who is appointed by council, pursuant to section 34 of this bylaw, to act as Reeve in the absence or incapacity of the Reeve.
- (o) “Reeve” means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.
- (p) “Member” means the Reeve, councilor or an appointed individual to a committee, commission or board of council.
- (q) “Motion” means a formal proposal placed before a meeting in order that it may be debated to a conclusion.
- (r) “Mover” means a person who presents or proposes a motion amendment.
- (s) “Municipality” means the Rural Municipality of Orkney No. 244.
- (t) “Order of business” means the list of items comprising the agenda and the order in which those items appear on the agenda.
- (u) “Public hearing” means a meeting of council or that portion of a meeting of council which is convened to hear matters pursuant to:

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- i. *The Municipalities Act*
 - ii. *The Planning and Development Act, 2007*;
 - iii. any other Act; or
 - iv. a resolution or bylaw of council.
- (v) "Quorum" is, subject to sections 98 of the Act:
- i. in the case of council, a majority of the whole council,
 - ii. in the case of a committee, a majority of the members appointed to the committee.
- (w) "Recess" means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point where they were interrupted.
- (x) "Reeve" means the council member duly elected in the municipality as the Reeve in accordance with *The Local Government Election Act*.
- (y) "Resolution" means a formal determination made by council or a committee on the basis of a motion, duly placed before a regularly constituted meeting or a special meeting of council or a committee for debate and decision, and is duly passed.
- (z) "Special committee" means a committee appointed by council at any time to deal with a specific issue(s) and exist for a length of time required to review the issue(s) and make recommendations to council.
- (aa) "Special meeting" means a meeting other than a regular scheduled meeting called pursuant to Section 123 of the Act or the provisions of this bylaw.
- (bb) "Subcommittee" means a committee established by a committee, Commission or board to review and report on an aspect of the committee, Commission or board's business.
- (cc) "Unfinished Business" means business which has been raised at the same, or a previous meeting, and which has not been completed.
- (dd) "Urgent Business" means a time sensitive matter which requires council's immediate and urgent consideration.
- 3.1 A reference in this bylaw to an enactment of the Legislative Assembly of Saskatchewan is a reference to the enactment as amended from time to time.

4. Application

- 4.0 This bylaw applies to all meetings of Council. Boards or Committees appointed by council shall establish their own rules for meeting procedures. Should each Board or Committee not establish their own rules then they must use the Council Procedure Bylaw Established.
- 4.1 When any matter relating to proceeding arise which is not covered by a Bylaw, the matter shall be decided by reference to Robert's Rules of Order.

PART II – MEETINGS

5. First Meeting

- 5.0 The first meeting of council shall be called by the Administrator within 31 days immediately following a general election.
- 5.1 At the first meeting of council:
- (a) the Returning Officer shall provide council with a copy of the declaration of results with respect to the election; and
 - (b) every council member shall take the oath of office pursuant to the Act.

6. Regular Meetings

- 6.0 Regular meetings of council shall be held on the second (2) Thursday of each month commencing at 8:00 a.m.
- 6.1 Notwithstanding the foregoing provisions, council may, by resolution, dispense with or alter the time and or date of a regular meeting of council.

7. Special Meetings

- 7.0 The administrator shall call a special meeting of council, whenever requested to do so, in writing, by the Reeve or a majority of the members.
- 7.1 The written request referred to in subsection 7.1 shall include all items of business to be transacted.
- 7.2 Form 1, appended hereto and forming a part of this bylaw, shall be the form used to direct the administrator to call a special meeting of council.

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- 7.3 When a special meeting is to be held, the administrator shall provide written notice of the time, date and place of the meeting to all members pursuant to Form 2, and to the public at least twenty-four (24) hours prior to the meeting and, in general terms, of the business to be transacted at the meeting.
- 7.4 Notwithstanding subsection 7.2, a special meeting may be held with less than twenty-four (24) hours' notice to members, and without notice to the public, if all members agree to do so, in writing, immediately before the beginning of the special meeting.
- 7.5 No business, other than that stated in the notice, shall be transacted at a special meeting, unless all the members are present and, by unanimous consent, they authorize other business to be transacted.
- 8. Meeting through Electronic Means**
- 8.0 One or more members of council may participate in a council meeting by means of a telephonic, electronic or other communication facility if:
- (a) the members of council provide the administrator with at least two (2) business days' notice of their intent to participate in this manner:
 - (b) the electronic means will enable the public to at least listen to the meeting.
 - (c) the facilities permit all participants to communicate adequately with each other during the council meeting.
- 8.1 Members participating in a council meeting held by means of a communication facility are deemed to be present at the council meeting.
- 9. Notice of Meetings**
- 9.0 Notice of regularly scheduled council meetings is not required to be given.
- 9.1 If council changes the date, time or place of a regularly scheduled meeting, at least twenty-four (24) hours' notice of the change will be given to:
- (a) any members not present at the meeting at which the change was made; and,
 - (b) the public.
- 10. Method of Giving Notice**
- 10.0 Notice of a council meeting is deemed to have been given to a member if the notice is given in accordance with Form 2.
- 10.1 Form 2, appended hereto and forming a part of this bylaw, shall be the form used to request the administrator to use an alternate method of providing notice of meetings.
- 10.2 Notice of a council meeting is to be given to the public by posting notice of the meeting at the municipal office.
- 11. Actions in Public**
- 11.0 An act or proceeding of council is not effective unless it is authorized or adopted by bylaw or a resolution at a duly constituted public meeting of council.
- 11.1 Every person has the right to be present at council meetings that are conducted in public unless the person presiding at the council meeting expels a person for improper conduct.
- 12. Closed Sessions**
- 12.0 Council may close all or any part of its meetings to the public if the matter to be discussed:
- (a) is within one of the exemptions of Part III of *The Local Authority Freedom of Information and Protection of Privacy Act*; or
 - (b) concerns long-range or strategic planning;
 - (c) concerns any matters that deal with employees or a legal matter.
- 12.1 Where council resolves to close a portion of a meeting to the public, all persons shall be excluded from the meeting except:
- (a) the members of council;
 - (b) the administrator and other members of administration as the members of council may deem appropriate; and
 - (c) such members of the public as may be allowed to attend by the council.
- 12.3 During closed sessions all cell phones and other electronic devices shall be turned off. All documentation will stay at the RM Office.
- 12.2 No resolutions or bylaws may be passed during a closed meeting.

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- 12.3 Matters discussed or to be discussed in a closed meeting are to be kept in confidence until discussed at a public meeting of council, unless otherwise provided for in this bylaw.

PART III – COUNCIL MEETING PROCEDURES

13. Agendas

- 13.0 The administrator shall prepare the agenda for all regular and special meetings of council.
- 13.1 The agenda shall include the order of business and all items of business and associated reports, bylaws or documents and shall be set out in accordance with the order of business.
- 13.2 The administrator shall ensure that the council agendas are delivered to each member no later than two (2) working days preceding the council meeting.
- 13.3 The administrator shall ensure that the council agendas are available to the general public once the meeting has been called to order.
- 13.4 If, for any reason, the administrator is unable to meet the deadline mentioned in subsection 13.4, the administrator shall prepare and distribute the agenda as soon as reasonably possible to allow council members an opportunity to review the agenda prior to the council meeting.
- 13.5 All administrative reports, communication from the public, requests, or any other material intended for inclusion in a council agenda must be received by the administrator no later than five (5) full working days prior to the meeting.
- 13.6 Council may, if a majority agrees, permit additional material on the agenda.

14. Order of Business at Meetings

- 14.0 The general order of business of every regular council meeting shall be as follows:
- (a) Call to Order;
 - (b) Adoption of Minutes;
 - (c) Presentations and Delegations;
 - (d) Public Hearings when required;
 - (e) Reports of Council and Committees;
 - (f) Unfinished and New Business;
 - (g) Reports of Administration;
 - (h) Correspondence and Communications;
 - (i) In-Camera Session when required;
 - (j) Adjourn.

15. Commencement of Council Meeting

- 15.0 At the hour set for the meeting, or as soon as all members of council present, the Reeve, or in his or her absence the deputy Reeve, shall take the chair and call the members to order.

16. Quorum

- 16.0 A quorum of council is a majority of members.
- 16.1 Any act or proceeding of council that is adopted at any council meeting at which a quorum is not present is invalid.

17. Minutes

- 17.0 The names of the members present at the meeting are to be recorded in the minutes of every meeting.
- 17.1 Any member may make a motion amending the minutes to correct any mistakes.
- 17.2 The minutes of each meeting are to be approved at the next regular meeting of the council and signed by the presiding member and the administrator in accordance with the Act.

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18. Public Hearing

- 18.0 If a public hearing is required by any Act, it shall be conducted in accordance with the provisions of this section.
- 18.1 The procedure by which the public hearing will be conducted or by which public input will be obtained shall be as follows:
- (a) the Reeve shall declare the hearing on the matter open;
 - (b) if it is a hearing that involves an applicant, the applicant shall be given an opportunity to make representations on the matter under consideration;
 - (c) after the applicant, any person or group of persons or spokesperson acting on behalf of another person or group shall be given an opportunity to make representations on the matter under consideration;
 - (d) if it is a hearing that involves an applicant, at the conclusion of the speakers, the applicant shall be given an opportunity to respond to the representations of other people;
 - (e) council may request further information;
 - (f) the Reeve shall declare the hearing closed; and
 - (g) council shall then consider the matter and at the conclusion of the deliberations, council shall vote on the bylaw or resolution in accordance with the procedures contained in this bylaw.
- 18.2 The time allowed for each person making representations shall be five (5) minutes.
- 18.3 A hearing may be adjourned to a certain date.

19. Reeve and Councilors Forum

- 19.0 Statements shall include the sharing of the following information:
- (a) events, activities or committee or board meetings attended; and
 - (b) general work of members
- 19.1 All comments will be verbal only and shall not be recorded in the minutes of the meeting.

20. Communications - General

- 20.0 When a person wishes to have a communication considered by council, it shall be addressed to council, and a written submission filed, by the agenda deadline date, on the Form 3 attached hereto titled Complaint and/or Request Form or a separate written document that:
- (a) clearly set out the matter in issue and the request; and
 - (b) must be printed, typewritten or legibly written, contain the mailing address of the writer and be signed with the name of the writer; or
 - (c) for electronic communication, must contain the name of the writer and both the mailing and electronic address of the writer.
- 20.1 A communication received by the administrator, which does not meet the conditions in subsection 20.1 or is abusive in nature, shall be forwarded to the reeve or deputy reeve for review and disposition.
- 20.2 A communication received by the administrator which contains or relates to personal information shall be dealt with in accordance with the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.
- 20.3 Bound documents or studies in support of the delegation's notice shall, if sufficient copies are provided by the delegation, be circulated to members, but will not be reproduced.

21. Delegations - General

- 21.1 When a person wishes to speak to council on a matter, that person shall notify the administrator no later than the agenda deadline to be included on the agenda by completing the attached Form 4 Delegation Request Form attached hereto.
- 21.2 The administrator, who shall consult with the reeve, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter.
- 21.3 If a request to speak to council is refused, a copy of the request and reply, shall be forwarded to members by the administrator.
- 21.4 Delegations shall follow the follow procedures: speaking before council shall address their remarks to the stated business:

- (a) Delegations will be limited to speaking only once; and
 - (b) Rebuttal or cross debate with other delegations shall not be permitted.
 - (c) A maximum of ten (10) minutes shall be allotted for each delegation to present his or her position of support or opposition.
 - d) Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
 - e) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - f) The Reeve shall at the conclusion of ten (10) minutes, inform the delegation that the time limit is up.
 - g) If a majority of Council Members agree the time can be extended an additional five (5) minutes.
 - h) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 21.5 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
- 21.6 Members shall not enter into debate with the delegation respecting the presentation; and
- 21.7 Once a motion has been moved no further representation or questions of the delegation shall be permitted.
- 21.8 Each Delegation must agree to have their attendance live streamed.

PART IV – CONDUCT AT COUNCIL MEETINGS

22 Reeve

- 22.1 The Reeve shall:
- (a) preside at all council meetings;
 - (b) preserve order at council meetings;
 - (c) enforce the rules of council;
- 22.2 The Reeve shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members.
- 22.3 The Reeve shall have the same rights and be subject to the same restrictions as all other members to make a motion.

23 Deputy Reeve

- 23.1 The council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the councilors a deputy Reeve who shall hold office for a term of one (1) year or for such longer period as the council may decide, and in any event until a successor is appointed.
- 23.2 If the Reeve, for any reason, is unable to perform the duties of his or her office, the deputy Reeve shall have all of the powers of the Reeve during the inability.

24 Acting Reeve

- 24.1 Council shall, appoint a member to act as Reeve if:
- (a) both the Reeve and the deputy Reeve, if one has been appointed pursuant to section 35, are unable to perform the duties of his or her office; or
 - (b) the offices of both the Reeve and the deputy Reeve are vacant.
- 24.2 The member to be appointed, pursuant to subsection 35.1, shall be elected by a majority of the members present.
- 24.3 Where two (2) members have an equal number of votes, the administrator shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.
- 24.4 The member whose name is on the sheet withdrawn pursuant to subsection 35.3(d) shall be declared elected.

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25 Absence of Administrator

25.1 In the absence of the Administrator all duties reflecting administrator shall be transferred to the Assistant Administrator.

26 Conduct of Public

- 26.1 All persons in the public gallery at a council meeting shall:
- (a) not be permitted at the table;
 - (b) refrain from addressing council or a member unless permitted to do so;
 - (c) maintain quiet and order;
 - (d) refrain from disturbing the proceedings by words, gestures or actions including applauding, displaying flags, placards or similar material;
 - (e) refrain from talking on cellular telephones;
 - (f) refrain from making audio or video recordings of council proceedings; and
 - (g) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

27 Conduct of Delegations

- 27.1 When addressing members at a council meeting, a delegation shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it;
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- (f) refrain from making audio or video recordings of council proceedings; and
- (g) ensure that all electronic devices are silent and operated in such a manner that does not interfere with the meeting or with another person's ability to hear or view the proceedings.

28 Conduct of Members

- 28.1 Members of council wishing to speak at a meeting shall ensure they do not interrupt another member.
- 28.2 If more than one member wishes to speak at a meeting at the same time, the Reeve shall indicate which member shall speak first.
- 28.3 When addressing a council meeting, a member shall refrain from:
- (a) speaking disrespectfully of the federal government, the provincial government or another municipal council, or any official representing them;
 - (b) using offensive words in referring to a member, an employee of the municipality or a member of the public;
 - (c) reflecting on a vote of council except when moving to rescind or reconsider it,
 - (d) reflecting on the motives of the members who voted on the motion or the mover of the motion; or
 - (e) shouting or using an immoderate tone, profane, vulgar or offensive language.
- 28.4 When a member is addressing the council, all other members shall:
- (a) remain quiet and seated;
 - (b) refrain from interrupting the speaker, except on a point of order or point of procedure; and
 - (c) refrain from carrying on a private conversation in such a manner that disturbs the speaker.
- 28.5 Members shall ensure that all electronic devices remain silent and do not interfere with the meeting.
- 28.6 refrain from making audio or video recordings of council proceedings.

29 Improper Conduct

- 29.1 The Reeve may request that any person in the public gallery who disturbs the proceedings of council or acts improperly at a council meeting, as set out in section 34, leave or be expelled from the meeting.
- 29.2 The Reeve may request that any delegation who addresses council improperly as set out in section 35, leave or be expelled from the meeting.

- 29.3 No person shall refuse to leave a council meeting when requested to do so by the Reeve.
- 29.4 Any person who refuses to leave when requested to do so may be removed.
- 29.5 If a person disturbs the proceedings of council or refuses to leave when requested to do so, the Reeve may recess the meeting until the person leaves or adjourn the meeting to another day.

30 Leaving the Meeting

- 30.1 Every member who leaves the council meeting before the meeting is over and is not intending to return to the meeting shall notify the administrator.

PART V – MOTIONS

31 Voting of Reeve

- 31.1 The Reeve shall vote with the other members on all questions.

32 Majority Decision

- 32.1 Unless a greater percentage of votes is required by any provision of this bylaw, at every council meeting, all questions are to be decided by a majority vote of the members present.

33 Recorded Vote

- 33.1 Before a vote is taken by council, a member may request that the vote be recorded.
- 33.2 If a vote is recorded, the minutes must show the names of the members present and whether each voted for or against the proposal.

34 Tied Vote

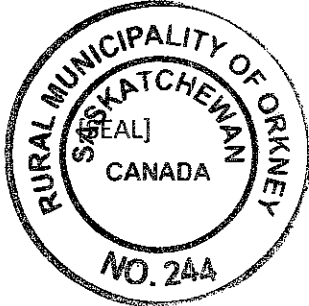
- 34.1 If there are an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

35 Live Streaming

- 35.1 All Council meetings will be live streamed on the R.M. of Orkney No. 244 website. None of the Board or Committee meetings will be lived streamed on the website. Any portion of a Council meeting that is in closed session will not be live streamed. No video will be retained into record retention. Administration will not address any comments or cations made during these meetings. Any public wishing to observe the meeting will not record the proceedings. The RM is not responsible for trouble shooting public observance technical issues.

35. Coming into Force

- 35.1 This Bylaw shall come into force and take place upon its third reading
- 35.2 Bylaw No. 4-2017 is hereby repealed.



Rayley Tol
Reeve

[Signature]
Administrator

Section 81.1 of *The Municipalities Act*

Read a third time and adopted
this 10th day of April

[Signature]
Administrator

Certified a true copy of Bylaw No. 5/2026 adopted by the
Council of the Council of the R.M. of Orkney No. 244 on the
10th day of April, 2026.

[Signature]
Administrator – Bridgette Rushkewich

[Handwritten initials]

Bylaw No. 5/2026
Form 1 – Request for a Special Meeting

Date: _____

To: Administrator _____

Pursuant to section 123 of the Act, I / we hereby request you to call a special meeting of the Council of the Rural Municipality of Orkney No. 244 to discuss the following matter(s):

1. _____

2. _____

3. _____

4. _____

Meeting Details:

Location: RM Council Chambers – 137 George Avenue Collacott Subdivision

Date: _____

Time: _____

Dated this ___ day of _____, 20__

SIGNED:

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Office Use Only:

- Members provided notice pursuant to subsection ____ of the Act²
- Notice not provided pursuant to subsection ____ of the Act³

² 98(1) CA, 124(1) MA, 142(1) NMA

³ 97(3) CA, 123(3) MA, 141(3) NMA

Bylaw No. 5/2026
Form 2 – Request for Method of Providing Notice

Date: _____

To: _____, Administrator, Rural Municipality of Orkney No. 244

From: _____ (name of council member)

Pursuant to clause 124(1)(c) of the Act, I hereby request notice of council or committee meetings be provided to me by the following means:

- By regular mail (address): _____
- By telephone or voice mail (telephone number) _____
- By facsimile (fax number) _____
- By email (email address) _____

Check one of the above

All Council members agree to use their provided work email address for notification and will also include notification provided in accordance with the information provided above. This request remains in force until the end of my current term of office unless sooner revoked by me in writing.

Dated this ___ day of _____, 20__

(signature of member)

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Bylaw No. 5/2026
Form 3 – Complaint/Request Form

The Rural Municipality of Orkney No. 244

COMPLAINT/REQUEST FORM

In accordance with Bylaw No.4/2026: That any concerns that ratepayers are asking Council to deal with at a Council meeting shall be completed on the Complaint/Request Form, Form 3 to Bylaw No. 4/2026.

1. Procedure

- 1.1.1 All concerns and complaints relating to the Rural Municipality of Orkney No. 244 must be completed on the Complaint/Request Form and submitted to the Administrator by hand delivery, mail, fax, or e-mail. Should the Administrator, Committee, Board, Councilor or designate be able to address the concern and/or complaint then it will not be provided to Council at a Regular Council Meeting.
- 1.1.2 In order for the Complaint/Request Form to be presented to Council at the next regular meeting; the form must be received by the Administrator in accordance with Bylaw No. 4/2026 "Council Procedures Bylaw".
- 1.1.3 Should a complaint/request be requested by more than one individual, a delegate must be chosen to file the complaint/request.
- 1.1.4 A complaint/request will only be accepted and presented to Council at a Regular Meeting if the attached form is signed and completed by the person or delegate filing the complaint/request and the matter has not been addressed by the Administrator, Committee, Board, Councilor or designate.
- 1.1.5 Any decisions or responses made by Council will be provided to the Complainant, in writing, by Administration within ten (10) business days following the Council Meeting or as close as is practicable.
- 1.1.6 If there are any witnesses listed on the Complaint/Request form they may or may not be contacted.
- 1.1.7 The concerns brought forward on the complaint/request form will not be addressed if it has been discussed at a council meeting in the 6 months prior to the form being received.

2. Confidentiality

- 2.1.1 The information provided on these forms may be shared in a public forum at a Council Meeting; therefore, confidentiality is not provided.

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Bylaw No. 5/2026
Form 3 – Complaint/Request Form

The Rural Municipality of Orkney No. 244

Contact Information

Last Name:	First Name:	
E-Mail Address:	Phone Number:	
Mailing Address:	City/Prov:	Postal Code:
Subject of Concern (Please select) <ul style="list-style-type: none"><input type="radio"/> Custom Work<input type="radio"/> Bylaw<input type="radio"/> Other: _____		
Date/Time of Incident:		
Location/Address of Incident (if applicable):		
Persons involved (if known/applicable):		
Details of complaint/request:		
Witnesses & Contact information: (if available/applicable)		
Enclosures to be included: (documentation/pictures/etc.) *Please list		
Requested outcome and/or suggestions of resolution:		
I confirm that the information above is being provided to the Rural Municipality of Orkney No. 244 to the best of my knowledge and will be used to investigate the complaint/request internally and potentially with third-parties and that confidentiality may not be guaranteed.		
Date:	Signature of Complainant:	

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Bylaw No. 5/2026
Form 4 – Delegation Request Form

The Rural Municipality of Orkney No. 244

21.0 Delegations

- 21.1 The administrator, who shall consult with the reeve, may refuse to accept a request to speak to council if council has, within the six (6) months immediately preceding the request, already heard from the person and dealt with the same or substantially the same matter.
- 21.2 If a request to speak to council is refused, a copy of the request and reply, shall be forwarded to members by the administrator.
- 21.3 Delegations speaking before council shall address their remarks to the stated business:
 - (d) Delegations will be limited to speaking only once; and
 - (e) Rebuttal or cross debate with other delegations shall not be permitted.
- 21.4 A maximum of ten (10) minutes shall be allotted for each delegation to present his or her position of support or opposition.
- 21.5 Where there are numerous delegates taking the same position on a matter, they are encouraged to select a spokesperson to present their views:
 - (a) Delegations are encouraged not to repeat information presented by an earlier delegation.
 - (b) The Reeve shall at the conclusion of ten (10) minutes, inform the delegation that the time limit is up.
 - (c) If a majority of Council Members agree the time can be extended an additional five (5) minutes.
 - (d) Delegations will not be permitted to assume any unused time allocated to another delegation.
- 21.6 Upon the completion of a presentation to council by a delegation, any discourse between members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only:
 - (a) Members shall not enter into debate with the delegation respecting the presentation; and
 - (b) Once a motion has been moved no further representation or questions of the delegation shall be permitted.

1. Procedure

- 1.1.1 All requests to be a delegation at an R.M. of Orkney No. 244 Council Meeting must complete and submit a “Delegation Request Form” to the Administrator by hand delivery, mail, fax or e-mail.
- 1.1.2 A delegation request form must be completed and signed by the person, association, etc. requesting the delegation.
- 1.1.3 In order for the delegation to appear before Council at the next regular meeting; the form must be received by the Administrator in accordance with the Council Procedures Bylaw.
- 1.1.4 The administrator will contact the person, association, etc. who has requested the delegation to set up a time for them to attend the council meeting.

2. Confidentiality

- 2.1.1 Confidentiality cannot be assured. Anyone attending a meeting as a delegate hereby approves and authorizes of their attendance at the Council meeting being live streamed on the R.M. of Orkney No. 244’s website. Should someone refuse to have their attendance live streamed their presentation time will not be live streamed.

K.R.T.

Bylaw No. 5/2026
Form 4 – Delegation Request Form

Delegation Request Form

Name of Group/Individual(s):		
Name of Spokesperson (if Group):		
Contact Number:		
E-Mail Address:	Phone Number:	
Mailing Address:	City/Prov.:	Postal Code:
Subject Matter:		
Please provide details of what will be discussed, presented or requested		
List of documentation/information included in the delegation (if any, copies must be provided to the Administrator):		
Delegation requests will be contacted by the Administrator prior to the Council Meeting to arrange a time for the delegation to take place. Confidentiality will not be assured.		
Anyone attending a meeting as a delegate hereby approves and authorizes of their attendance at the Council meeting being live streamed on the R. M. of Orkney No. 244's website.		
Delegates Initial		
Delegations Signature: _____		

← R. T