

THE RURAL MUNICIPALITY OF REYNOLDS

P.O. Box 46
Hadaşhville, Manitoba ROE OXO

Telephone: 204-426-5305
Fax: 204-426-5552

E-mail: rmreynol@mts.net
Website: www.rmofreynolds.com

POLICY NO. 20

SUBMISSIONS TO COUNCIL POLICY

Written Requirements:

Where a person or a group of persons wishes to bring any matter to the attention of Council or to have any matter considered by Council, a written letter, a non-statutory petition, or other communication may be submitted to the Municipal Office at any time and such communication **MUST**:

- (1) be printed or written legibly, or typewritten; and
- (2) clearly set out the matter at issue and the request made of Council; and
- (3) be temperate and respectful; and
- (4) be signed (facsimile signature acceptable); and
- (5) provide the name and mailing address of the writer or group spokesperson.

Receipt of Communications:

Upon receipt of a communication intended for Council, the Chief Administrative Officer shall include it as an item on the agenda for the next regular meeting of Council in full or in summary form – provided it has been received by 12:00 noon on the Tuesday preceding the Council Meeting (per the procedures by-law).

Right of Refusal:

When appropriate the Chief Administrative Officer shall not accept and therefore disregard submissions that do not comply with the above written requirements. The Chief Administrative Officer may consult the Reeve for advice on how to proceed with such a submission. Council may also remove such a submission from the agenda and therefore not consider it.

Validity of Petition:

Any matter required to be brought to Council by way of statutory petition must be supported by a petition that meets the statutory provisions of The Municipal Act or other applicable legislation.

Response to Submissions:

The Chief Administrative Officer shall make reasonable effort to respond in a timely manner to the person submitting the communication or petition and advise that person of any action being taken on the subject of the written submission to Council.

**Date Adopted by Council: October 12th, 2010 Res. No. 366 / 2010
Amended January 26th, 2012 Res. 26/12**