

RURAL MUNICIPALITY OF WOLVERINE NO. 340

REQUEST TO BRING A MATTER FORWARD TO COUNCIL

Public Information & Submission Form

Residents, ratepayers, landowners, organizations, and other interested parties who wish to have a matter formally brought forward for Council's consideration are asked to submit the request in writing to the Municipal Office.

Written submissions help ensure Council receives clear and complete information and allow Administration sufficient time to review the matter, obtain supporting information where required, and place the item on an appropriate Council agenda.

IMPORTANT

Submitting a request does not guarantee that Council will approve the request or that the matter will be heard at a particular meeting. Agenda placement is subject to administrative review, meeting schedules, applicable legislation, municipal bylaws and policies, and the availability of sufficient information for Council to consider the matter.

Submission Requirements

- Submit the request in writing to the RM of Wolverine No. 340 Municipal Office.
- Clearly identify the issue, concern, request, or decision being requested from Council.
- Provide the applicant's name, contact information, and the applicable land location, civic address, or municipal area, where relevant.
- Attach supporting documents, photographs, maps, correspondence, estimates, approvals, or other information that may assist Council.
- For requests involving drainage, municipal rights-of-way, approaches, road work, custom work, or other regulated municipal matters, additional forms, approvals, inspections, or supporting documentation may be required under municipal policy.
- Requests should be submitted with sufficient time for Administration to review and prepare the matter before the Council agenda is finalized.

How to Submit Your Request

Email: rm340@sasktel.net

Mail: Rural Municipality of Wolverine No. 340, P.O. Box 28, Burr, SK S0K 0T0

Drop Off: Completed requests may be delivered in person to the R.M. of Wolverine No. 340 Municipal Office in Burr, Saskatchewan, during regular office hours.

Council Request Form

Name of Applicant: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Land Location / Civic Address (if applicable): _____

Subject / Matter to be Presented to Council: _____

Please describe the issue, concern, or request:

What action or decision are you requesting from Council?

Supporting documents attached: ☐ Yes ☐ No

If yes, please list: _____

Applicant Signature: _____ Date: _____

Privacy Notice

Personal information submitted to the Municipality will be collected and used for the purpose of administering and responding to the request and may form part of material presented to Council. Applicants should avoid including unnecessary personal, confidential, or sensitive information.

For Municipal Office Use

Date Received: _____ Reviewed by: _____ Council Meeting Date: _____

Additional Information Required: ☐ Yes ☐ No Applicant Contacted: ☐ Yes ☐ No

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POLICY 27 – REQUESTS TO UNDERTAKE WORKS IN MUNICIPAL RIGHT OF WAY

That any landowners requesting Council's permission to undertake works in municipal right of ways, such as cleaning out of ditches/lowering of ditches, drainage works, etc. must provide the following documents as well as undertake the following procedures for Council review:

- 1) Obtain written approval/permission from all landowners that may/will be affected by works or would have lands that are involved/adjacent to the works.
- 2) Work undertaken would have to meet RM specifications and would be under the direction of the Public Works Supervisor/Council Members.
- 3) Landowner/s requesting work would be responsible for all costs.
- 4) Each request would be reviewed on an individual basis.
- 5) Municipal approval would be in writing and would set out all the terms & conditions that apply to the approval.
- 6) Work cannot be undertaken until a written approval of works is provided by the municipality.
- 7) Council will review requests at a regular/special council meeting. In the event that time is of the essence and a special council meeting is called for the purpose of reviewing a works request, it will be the responsibility of the landowner requesting the works approval to pay all costs associated with the special meeting, such as but not limited to, council indemnity, mileage and administration costs.

It will be the onus of the applicant to ensure that when the work relates to water drainage or the work will allow water to leave the applicants property that they obtain approval from the Water Security Agency to Construct and Operate Drainage Works. This approval must be provided to Council prior to a council decision.

Municipal Policy Manual – Policy 27

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POLICY 29 – REQUESTS BETWEEN COUNCIL MEETINGS

That requests brought forward between regular council meetings from council members &/or taxpayers/residents for municipal work such as approaches, culvert installation, road work (not an immediate safety issue) and custom work, etc. that is not already on the work approved listing and cannot wait until the next regular meeting of Council for approval shall be dealt with in the following manner:

That the Council member receiving the request shall have a special meeting of council called with attendance at the Municipal Office in order to discuss and obtain approval instead of making phone calls to obtain approval or having work undertaken without approval of Council.

If quorum cannot be reached or sufficient notice cannot be given and/or waiver signed than the request cannot be dealt with and must wait for the next council meeting.

Further, the individual requesting the meeting will be responsible to pay all costs associated with this special meeting which includes but is not limited to council indemnity, mileage and possible administrative costs associated with the meeting.

Safety of workers and residents and municipal work schedules must also be factored into this policy.

Approved by Council – November 10, 2010

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