

# TOWN OF ROULEAU

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ROULEAU, SASKATCHEWAN  
S0G 4H0

To our valued residents of the Town of Rouleau:

## **Re: Update on Services and Council Meetings:**

Hope this letter finds everyone safe and healthy. While schools, businesses and public facilities are all under a mandated closure, the Town of Rouleau wants to re-assure everyone that we are doing our best to ensure the needs of our residents are met despite the challenges we currently face.

Specifically, the office is available for all inquiries. Kelly and I will be alternating days at the office beginning April 14, 2020 to answer phone calls and accept any payments. We ask that upon arrival at the office that everyone washes their hands and one person at a time in the office.

Furthermore, our Public Works team have employed a "business as usual" philosophy, ensuring to practise the social distancing standards. Hats off to our guys for adapting in these challenging times and ensuring our water and sewers are maintained while also keeping each other safe.

Concerning our Council meetings and maintaining the social distancing standards, for the time being, our Council meetings will be taking place via a secure "Zoom" Meeting Conferencing app. It is the Municipality's intent to ensure all meetings remain open to the public, therefore should a member of the public wish to observe the meetings please contact the office by email or phone in advance to obtain an ID and passcode and more information on the app. It will be important to provide your contact information such as your name and address. Controls will be in place to prevent un-authorized access. Protocol guidelines (attached) when attending Municipal meetings as observers will remain the same as traditional in-person meetings. Our next scheduled meeting will be held on Monday April 13, 2020 beginning at 6:00 p.m.

As always, we ask that you continue to call our office to report any specific issues or concerns. We will continue to be here to help.

Sincerely,  
Guy Lagrandeur  
C.A.O.

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## **Re: Attendees at Council Meetings Policy**

1. It is recognized that meetings of council are public, and that members of the public may attend meetings, subject to certain rules of order.
2. Attendees not making a formal presentation to council may attend as observers.  
Observers shall:
  - a. Be seated in areas designated by council at all times during the meeting, except to come into the council meeting room and leave the council meeting room;
  - b. Refrain from speaking while the council meeting is in progress;
  - c. Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.
3. Should anyone contravene any of the terms set out in No. 2 above, the Mayor and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately and may further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.
4. Persons wishing to address council on a topic may do so by making an appointment with the Mayor or C.A.O. not less than 48 hours in advance of a meeting and shall disclose at least one day prior to the meeting the topic which the person wishes to address. The Mayor, C.A.O. and Council have the right to accept or reject anyone applying to address a council meeting.
5. Attendees making a formal presentation to council shall:
  - a. Limit their presentation to 15 minutes or less, and at all times, address the topic which the attendee has stated he or she has come to the meeting to address;
  - b. Refrain from any form of rude or aggressive behaviour, and refrain from making any body motions or gestures that may be disruptive in any manner.
6. Should anyone contravene any of the terms set out in No. 5 above, the Mayor and Council may cause to have the attendee or attendees in contravention removed from the council chambers immediately and may further ban the attendees in contravention from attendance at meetings of council and the municipal office permanently.
7. This policy applies to committee meetings as well as council meetings.