

# RURAL MUNICIPALITY OF VANSCOY

306-668-2060  
[connect@rmvanscoy.ca](mailto:connect@rmvanscoy.ca)  
Box 187, Vanscoy, SK S0L 3J0



## DELEGATION REQUEST FORM

Full Name:

Business Name:

Phone Number:

Email Address:

Residential Address:

Mailing Address (if different from above):

### Council Meeting Details

A maximum of 15 minutes will be allotted for presentation to Council.

Council Meeting Date:

Representation Information - Specify if representing yourself or a group and provide the full mailing address if representing a group:

Issue to be Presented - Provide a concise description of your concern:

Specific Action to be Requested of Council:

### Request and Submission Requirements

**All requests and written materials must be submitted three (3) days prior to the Council meeting.**

The RM of Vanscoy No. 345 collects information to enable informed decisions on the relevant issue.

If you are submitting letters, emails, presentations, or other communication to the Municipality, be aware that your name and/or submission(s) may become part of the public record.

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## **Conduct of Delegations:**

When addressing members at a council meeting, a delegation shall adhere to the following guidelines:

- (a) Avoid speaking disrespectfully of the federal government, the provincial government, or another municipal council, or any official representing them.
- (b) Refrain from using offensive words in referring to a member, an employee of the municipality, or a member of the public.
- (c) Avoid reflecting on a vote of council except when moving to rescind or reconsider it.
- (d) Refrain from reflecting on the motives of the members who voted on the motion or the mover of the motion.
- (e) Avoid shouting or using an immoderate tone, profane, vulgar, or offensive language.

## **Improper Conduct:**

37.1 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 39 (Bylaw 03-2022), leave, or be expelled from the meeting.

37.2 The reeve may request that any delegation who addresses council improperly as set out in section 40 (Bylaw 03-2022) leave or be expelled from the meeting.

37.3 No person shall refuse to leave a council meeting when requested to do so by the reeve.

37.4 Any person who refuses to leave when requested to do so may be removed.

37.5 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.

We kindly request the delegation requester to provide their signature below, indicating their acknowledgment and agreement with the information provided in this delegation request form.

Delegate Requestor's Signature:

*For office use only:*

Date of appearance:

Time:

Approved By:

Confirmation Date: