



Rural Municipality of Vanscoy No. 345

Box 187 Vanscoy, Sask. S0L 3J0
PH :(306) 668-2060 FX :(306) 668-1338
Email: rm345@sasktel.net

DELEGATION REQUEST FORM

Contact Information:

First Name:	Last Name:
Company Name:	
Contact Number:	Email:
Mailing Address:	

Council Meeting Details: Maximum of 15 minutes shall be allotted to present to Council

Council Meeting Date:
Who are you representing? (Yourself or a group – if representing a group please enter the full mailing address)
Issue to be presented? (Please give a brief description of your concern)
Specific action to be requested of Council

Conduct of Delegations:

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;



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- (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.

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.

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

The RM of Vanscoy No. 345 collects information to enable it to make informed decisions on the relevant issue(s).	
If you are submitting letters, faxes, emails, presentations or other communication to the Municipality, you should be aware that your name and or submission(s) may become part of public record.	
<input type="radio"/> Please check here to indicate that you have read the statements above.	Signature: _____

For office use only:

<i>Date of appearance:</i>	<i>Time:</i>
<i>Approved by:</i>	<i>Confirmation Date:</i>