

Village of Vibank

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RULES AND PROCEDURES FOR COUNCIL MEETING DELEGATIONS

In order to provide an early and fair method of dealing with delegations at Council meetings of the Village of Vibank, the following Rules and Procedures will apply:

1. All person(s) wishing to appear before Council as a delegation must register by completing a Delegation Request Form (available from the Municipal Office). This form must be filed with the Administrator/ Assistant Administrator no later than 4:00p.m. on the Tuesday one week prior to the Council meeting.
2. In order to ensure that Council will have adequate time to deal with municipal business, the Administrator (in consultation with Council) can limit the number of delegations appearing at any one meeting of Council.
3. All questions must be addressed through the Chair. Questions of a personal nature will not be allowed and/or entertained.
4. Each delegation is limited to one spokesperson, except where Council otherwise permits and the total time allowed for any one delegation is limited to 15 minutes, (10-minute presentation and 5 minutes for questions.)
5. Delegations making application to discuss a matter that has already been discussed and dealt with through an earlier delegation, to satisfaction of Council, will not be allowed to appear before Council.
6. Presenters who deviate from the subject matter as indicated on their Delegation Request Form will be interrupted by the Chair. If the presenter persists in deviating from the subject matter, the Chair will terminate the presentation.
7. The Chair shall advise the spokesperson for the delegation before commencing the presentation, that the delegation must confine its comments to the contents of the brief as submitted.

DELEGATION REQUEST FORM

VILLAGE OF VIBANK

Name of Group/Individual(s):

Name of Contact Person: _____

Phone Number: _____ **Email:** _____

Date of Council meeting you would like to attend: _____

Request to Submit Information:

In order to efficiently deal with delegations, please submit a brief, which is signed by the representative of the delegation, clearly setting out the full text of the delegation's presentation and the request being made of Council.

Signature: _____

Date: _____

Received by: _____