

VILLAGE OF MEACHAM

Box 9
Meacham, SK
S0K 2V0

REQUEST TO APPEAR AS A DELEGATION

In order to appear before Council as a delegation at a Council Meeting, you need to submit a written request to the Town Clerk by Noon on the Thursday/Tuesday prior to the Tuesday/Thursday scheduled Council meeting. The request can either be a copy of this completed form or a separate letter that you have written which contains the information requested on this form. You can submit your request in person, by mail, email, or by fax. The Clerks Office will contact you to confirm that you are on the agenda for the requested meeting date. Council meetings take place in the Council Chambers at the Village Office. Delegations will be scheduled. You will be provided a maximum of ten (10) minutes to present your material. You may speak on more than one (1) topic or have more than one (1) speaker but you must keep your presentation within the allotted time frame. Please attach to this form the material that you wish Council to review prior to the meeting.

Date: _____ Requested Meeting Date: _____

Size of delegation _____

Name and if applicable Organization Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Full disclosure regarding all topics including supporting documentation:

Action you wish Council to take:

By submitting this form, you acknowledge that only the aforementioned matter(s) will be discussed during the delegation. Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Council reserves the right not to hear such delegations.