



# Town of Swan River Delegation Request

Regular Council Meetings are held on the 1st Tuesday and the 3rd Tuesday of each month at 7:00 p.m. in the Council Chambers, 439 Main Street, Swan River.

The Council Members welcome delegations to Council Meetings. Members will best be able to receive the information that a delegation presents and discuss issues arising from a delegation if they have some advance knowledge of the topic. A copy of the report or questions must accompany this form so it can be attached to the agenda.

The delegation must appoint a spokes person. The Mayor may limit the time taken by a delegation to 10 minutes.

During a presentation by a delegation, the Council Members shall not express opinions but shall ask questions for clarification only. The Members may then discuss the presentation during the normal course of the meeting.

A delegation issue, concern or request will be discussed and then considered by the Council Members. If action is taken the decision will be relayed as soon as possible.

Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone No. \_\_\_\_\_

Date of Meeting you wish to attend \_\_\_\_\_

Topic: \_\_\_\_\_  
\_\_\_\_\_

Scope or Aim: \_\_\_\_\_  
\_\_\_\_\_

Is a projector required? \_\_\_\_ yes \_\_\_\_ no  
(If yes, the delegation must arrive at 6:45 pm to set up)

\_\_\_\_\_  
Signature

**Delegation requests must be received by 7:00PM on the  
Thursday preceding the Council Meeting date.**

**Completed request forms can be submitted in person,  
by fax 204-734-5166 or by email to [cao@townsr.ca](mailto:cao@townsr.ca)**