



TOWN OF RAYMOND

Adopted by: Town Council

Motion Number:

Authority to Administer: CAO, Director of Legislative Services

Policy Number: GP - 2017-16

Policy Name

Delegation to Council Policy

Policy Purpose

The intent of the Delegation to Council Policy is to facilitate citizen involvement in Council proceedings, and otherwise inform citizens of delegation procedures and expected conduct during Council meeting delegations.

Policy Statement

Raymond Town Council encourages citizen participation in civic processes. One way to participate is through delegations to Council, where citizens and groups can present information and issues to Town Council during regularly scheduled Council Meetings.

Town of Raymond Council Delegation Information

- 1) Any delegation to be included on the agenda should be received by noon on the Friday before Council meeting. Items that arise after this time will be placed on the next meeting agenda, unless a motion is made by Council to include it during the current meeting. The Town of Raymond holds Council Meetings on the first and third Tuesdays of each month.
- 2) Delegations are not confirmed until contact has been made from town administration.
- 3) Information contained in the delegation request form may be included in the agenda and meeting minutes, which are both public documents.
- 4) Any materials (ex. Relevant bylaw documentation) that are pertinent to your discussion should be submitted to town administration by noon on the Friday before Council meeting. This allows it to be included on the agenda, and gives Councilors access to the information prior to Council meeting.
- 5) Delegations are permitted 10 minutes for speaking. Council members may ask questions for clarification or more information, but there will be no debate during the Council meeting.
- 6) All speakers must address Council in a respectful manner. Coarse language and

otherwise disrespectful behavior may result in termination of the delegation.

- 7) Do not expect an immediate answer or resolution. Council will receive the information and may refer your issue to administrative staff for more information, or to another meeting for further consideration.



Delegation Request Form

www.raymond.ca

Box 629, Raymond, Ab, T0K 2S0

Applicant and/or Group Name: _____

Speaker (if different than Applicant): _____

Contact Information: _____

Mailing Address

Email Address

Phone Number

Date of Requested Meeting: _____ Today's Date: _____

Topic of Discussion: _____

Purpose of Delegation: Request Information _____ Request Funds _____

 Request Action _____ Other _____

Desired Resolution _____
