



How to Appear as a Delegation before Council

Why Appear as a Delegation?

The purpose of appearing as a delegation before Council is to deliver a presentation and make a formal request for action and/or funding.

Making a Delegation Request

To appear as a delegation before Council, you must first submit a written request addressed to Council. This request must include:

- a) a brief explanation of your purpose (i.e. a summary of why you or your society/organization is requesting to appear as a delegation);
- b) the name and address of the designated speaker; and
- c) a telephone number or email address to contact the speaker.

All delegation requests must be submitted to and received by the Town Office a minimum of one week prior to the Council meeting at which a given delegation would like to appear.

Requests can be submitted through regular mail, email, or delivered in person at the Town Office. Requests submitted via email can be sent to kurtispratt@raymond.ca; requests delivered via regular mail should be sent to Box 629, 210 N 200 W, Raymond, Alberta T0K 2S0.

Note: You do not need to make a delegation request to speak at a public hearing. Prior to speaking at a public hearing, you will be asked to register your name and address and will be asked to repeat the same upon addressing Council.

Approval Process

Once received, delegation requests will be directed to the Chief Administrative Officer (CAO) for approval and scheduling.

Not all delegation requests will be approved.

Delegations that are approved will be scheduled at the discretion of the CAO subject to the following:

- a) the volume of material on a Council meeting agenda;
- b) the number of delegation requests received;
- c) the urgency of the delegation request; and



- d) the purpose of the delegation.

Once approved, designated speakers will be contacted and provided with information regarding available dates and times. Details regarding presentation materials and equipment will be also discussed at this time.

Note: All delegation requests and related documents will become part of the public record and will be made available to the public through Council meeting agendas/minutes..

Tips for a Successful Presentation

As a delegation before Council, you are expected to deliver a **structured** presentation that consists of:

- a) a brief introduction;
- b) relevant background information; and
- c) a succinct and direct request for action and/or funding.

You will have no more than ten (10) minutes to deliver your presentation, after which Council will ask you a series of follow-up questions, make a motion to accept your presentation as information, and move towards a decision. Alternatively, Council will make a motion to accept your presentation as information and defer making a decision until a subsequent Council meeting, once more information has been provided.

In framing your request, please consider:

- a) whether it aligns with advancing the common good (with limited resources available, Council is likely to take action on or allocate funding towards issues with broad appeal);
- b) whether it aligns with Council's strategic priorities; and
- c) whether it can wait to be included in the next year's strategic plan and budget.

Finally, please be advised that Council will not debate a delegation. Once Council makes a decision, that decision will be recognized as final.

Note: All presentations will be recorded and broadcast on the Town's YouTube channel. Designated speakers should be comfortable with being recorded and having their faces shown on video.