



Policy No. GP- 2017-16

Delegation to Council Policy

Motion: 2026-007

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 meetings of Council.

Procedure

1. Any delegation to be included on the agenda should be received by noon on the Wednesday prior to Council or Council Committee meetings. 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 second Monday of the month, and Council Committee Meetings on the fourth Monday of the 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 Councillors access to the information prior to Council meeting.
5. The Chief Administrative Officer or designate will process all Delegation to Council requests.
6. A delegation request may be denied if it is determined to be any of the following:
 - i. Inappropriate or libelous
 - ii. Outside of the Town's jurisdiction
 - iii. A matter that is currently before the courts or administrative tribunals

7. Delegation requests that are repetitious of a previous delegation heard by Council may only be approved if new information is being provided that is specifically pertaining to the subject matter.
8. 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.
9. All speakers must address Council in a respectful manner. Coarse language and otherwise disrespectful behavior may result in termination of the delegation.
10. 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.

Amendments

1. Original Version: June 21, 2016
 - a. Motion: 2016-098
2. Amended: February 6, 2024
 - a. Motion: 2024-012
3. Amended: January 12, 2026
 - a. Motion: 2026-007



Delegation Request Form

Applicant and/or Group Name: _____

Speaker (if different than applicant): _____

Contact Information: _____

Mailing Adress

Email Adress

Phone Number

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

Topic of Discussion (Please provide a brief summary of approximately 3 sentences):

Purpose of Delegation: Request Information _____ Request Funds _____
 Request Action _____ Other _____

Desired Resolution:

