



Title Delegations and Petitions to Municipal Council

Approved by Municipal Council

Date: December 16, 2025

Policy Review Notification

Date: November 24, 2025

Policy Review

Date: December 2, 2025

I certify this to be a true copy of the **Delegations and Petitions to Municipal Council Policy** as adopted by the Municipal Council of Richmond County at a public meeting held on December 16, 2025.

Shelley David, Municipal Clerk

1. Purpose

1.1 This policy outlines the process for delegation requests and petition submissions made to Municipal Council.

2. Scope

2.1 This policy applies to individuals and organizations making delegation requests or submitting petitions.

3. Definitions

3.1 “Delegation” means appearing before Municipal Council by:

- a) an individual to speak on matters of concern; or
- b) an individual or individuals representing a local or regional organization, professional association, not-for-profit, government agency, or municipal partner to speak on matters of concern.

3.2 “Petition” means a formal written request, signed by multiple individuals, that asks Municipal Council for a specific outcome or action.

4. Roles and Responsibilities

4.1 Municipal Council is responsible for reviewing, amending, and adopting the Delegations and Petitions to Municipal Council Policy.

4.2 The Chief Administrative Officer (CAO) is responsible for implementing and administering this Policy.

4.3 The Municipal Clerk, or designate, is responsible for forwarding delegation requests and petition submissions to the CAO and Warden for review.



5. Policy Guidelines

- 5.1 The CAO and Warden will review delegation requests and petition submissions and determine the best way to present the matter to Municipal Council.
- 5.2 Approved delegation requests and petition submissions are addressed at Committee of the Whole meetings, unless the CAO and Warden determine that a matter should be managed through another process.
- 5.3 Presentations are limited to two (2) per meeting. Exceptions may apply if deemed appropriate by the CAO and Warden.
- 5.4 Matters presented to the Committee of the Whole may result in a recommendation for Municipal Council to consider at a Council meeting.
- 5.5 Matters in which the Municipality has entered into legal proceedings, matters related to personnel issues, and by-laws for which a public hearing has been scheduled will not be entertained by Municipal Council.

6. Request and Submission Process

- 6.1 Delegation requests must be submitted in writing to the Office of the CAO and include the presenter's name(s), contact information, a clear description of the topic, and relevant supporting documents.
- 6.2 Petitions must be submitted in writing and include the purpose, petition start date, contact information of the lead petitioner (name, civic address, telephone number, and email as available), and the names and civic addresses of all signatories.

7. Review Process

- 7.1 Delegation requests and petition submissions may be scheduled as a presentation, included on the agenda as correspondence, or managed through another appropriate process. Decisions will be based on, but not limited to, the following:
 - a) The nature and purpose of the request (e.g., providing updates, raising awareness, seeking support, or celebrating community achievements)
 - b) Municipal jurisdiction
 - c) Alignment with municipal priorities
 - d) Complexity or impact



- e) Details and supporting information provided
- f) Matters where there has been an opportunity for public input

7.2 The CAO and Warden reserve the right to decline a request; any declined requests will be communicated to Municipal Council.

8. Notification of Review

8.1 The Office of the CAO will provide written notice of the decision within ten (10) business days of the request being received. When applicable, the notice will include meeting details and any next steps or follow-up actions.

9. Presentation Guidelines

9.1 Presenters must submit an electronic or hard copy of their presentation material to the Office of the CAO within seven (7) business days before the scheduled meeting. Failure to provide presentation materials by the deadline will result in the item being placed on the next available meeting agenda.

9.2 The total time allotted for a presentation is 15 minutes.

9.3 Members of Municipal Council may ask questions following the presentation.

10. Repeal and Replace

10.1 The Delegation Appearing before Municipal Council Policy (2008, as amended in 2024) and the Delegation Appearing before Committee of the Whole Policy (1993) are repealed and replaced with this policy.

11. Policy Review/Approved/Amended Schedule

Date of Review	Approved/Amended by Council
December 2, November 24, 2025	December 16, 2025