



DELEGATION APPLICATION

To: City Clerk

CONTACT INFORMATION		
FIRST NAME	LAST NAME	
TELEPHONE NUMBER	ALTERNATE TELEPHONE	
ADDRESS		
CITY	PROVINCE	POSTAL CODE
EMAIL ADDRESS		
COMPANY OR ORGANIZATION (if applicable)		

DATE YOU WISH TO APPEAR AS A DELEGATE		
<i>(The form must be returned to the City Clerk no later than 12:00 noon, ten working days prior to the meeting)</i>		
Meeting you wish to attend:	<input type="checkbox"/> Council Meeting	<input type="checkbox"/> Committee Meeting (please specify)

SUBJECT YOU WISH TO DISCUSS

DETAILS ON THE SUBJECT - see Section 9(2) – Schedule D – Council Procedure Bylaw, 2015

Please note that any supporting documentation, including Powerpoint and video presentations, must be submitted to the City Clerk's Office by the Monday prior to the meeting.

*** Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, where a Public Hearing has been held in according with an enactment as a prerequisite to the adoption of a bylaw; or if its purpose is to deal with a matter that is outside the jurisdiction or legal authority of the City; the City of Abbotsford reserves the right not to hear such delegations.**

I acknowledge that only the above matter will be discussed during the delegation. I further acknowledge that all or a portion, of this meeting will be audio/video recorded, and is live-streamed and archived on the City of Abbotsford website, as well as broadcast on Shaw Cable.

Signed	Date
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Return completed form via either email at cityclerk@abbotsford.ca or by fax at 604-853-1934, or by dropping it off at the fifth floor, Abbotsford City Hall

Excerpt from Council Procedure Bylaw, 2015, Bylaw 2500-2015
“Schedule D”

9. DELEGATIONS

- (1) An individual or organization who wishes to appear before Regular Council, Executive Committee, or Committee of the Whole meeting as a delegation must submit a written request on a form approved by the Corporate Officer by 12:00 noon at least ten (10) working days prior to the meeting.
- (2) Content of Request
The written request referred to in Subsection 9 (1) must include:
 - (a) the name and address of the person who will address Council;
 - (b) a description of the matter to be presented to Council;
 - (c) the request being made of Council;
 - (d) the reason for making the request;
 - (e) an explanation of the issue that is the subject of the request;
 - (f) a summary of any current and proposed legislation and policy relevant to the request;
 - (g) a copy of all materials that will be discussed.
- (3) The Mayor may schedule delegations to a Regular Council, Executive Committee, or Committee of the Whole meeting, refer the request to a Committee, or refer the matter to the appropriate City staff member or department, as deemed appropriate according to the subject matter of the request.
- (4) Addressing Council
 - (a) Subject to Subsection (5), an individual or organization may only address Council once within a 12 month period on one topic, and not more than every three (3) months on different topics.
 - (b) The Mayor may refuse to schedule a delegation on the agenda if the Mayor considers:
 - (i) its purpose is to address an issue that is before the courts or for which Council has authorized legal action, or for which legal action is pending;
 - (ii) where a Public Hearing has been held in accordance with an enactment as a prerequisite to the adoption of a bylaw;
 - (iii) where the subject matter of the delegation is outside the legal authority or jurisdiction of the City; or
 - (iv) where the matter has been referred to City staff.
 - (c) Council will not hear a delegation:
 - (i) if its purpose is to address an issue that is before the courts or for which Council has authorized legal action, or for which legal action is pending;
 - (ii) where a Public Hearing has been held in accordance with an enactment as a prerequisite to the adoption of a bylaw; or
 - (iii) if its purpose is to deal with a matter that is outside the jurisdiction or legal authority of the City.
 - (d) If the delegation wishes to appeal the Mayor's decision, made under Subsection (c) the appeal must be in writing and will be distributed under separate cover to Council for its consideration.
 - (e) Each address to Council by an individual or an organization is limited to ten (10) minutes, unless a longer period is agreed to by majority vote of those Members present.
 - (f) The Chair may deny a delegation to address or continue to address Council if the delegation is immoderately loud, profane, vulgar, makes offensive signs or gestures or addresses issues not within the written application under Subsection (1).
- (5) Notwithstanding Subsection 4(a), an individual or organization may not address Council more than once in a 12 month period on one topic and not more than every three (3) months on different topics, where that individual or organization is statutorily authorized to be heard by Council or required by law to be heard by Council.
- (6) Where written application has not been received by the Corporate Officer, as prescribed in Subsection (1), an individual or delegation may only address the meeting if approved by a majority vote of the Members present.