

# ABBOTSFORD CITY COUNCIL

## Delegations

*Bill Flitton*  
*Director, Legislative Services/  
City Clerk*  
*(Corporate Officer)*

# Legislative Services

- Council Agendas, Minutes, Meetings
- Information and Privacy
- Records Management
- Risk, Claims and Insurance
- Ombudsperson's Office Liaison
- Corporate Support Functions
- Bylaw Enforcement
- Bylaw and Policy Administration
- General Local Elections

# Legislation

Provincial legislation

*Community Charter*

*Local Government Act*

City Bylaw

*Council Procedure Bylaw – Schedule “D”*

City Policy

*Council Committee Protocol Policy*

**100+**

**Federal, Provincial Legislation and  
Other Regulations**

# Delegations

So, You **Wish to Speak** to City Council?

*City may decline a request to appear before City Council – reviewed by Mayor in consultation with the City Manager*

*No legal requirement, in legislation, to “accept” delegation requests*

# Delegations – Procedure Bylaw

## 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.

# Delegations – Procedure Bylaw

## 9. DELEGATIONS

### (2) Content of Request

The written request referred to in Subsection 9 (1) must include:

- the name and address of the person who will address Council;
- a description of the matter to be presented to Council;
- the request being made of Council;
- the reason for making the request;
- an explanation of the issue that is the subject of the request;
- a summary of any current and proposed legislation and policy relevant to the request; and
- a copy of all materials that will be discussed.

# Delegations – Procedure Bylaw

## 9. DELEGATIONS

- (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.

# Delegations – Procedure Bylaw

## 9. DELEGATIONS

### (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.



# Delegations – Procedure Bylaw

## 9. DELEGATIONS

(4) Addressing Council

(b) The Mayor may refuse to schedule a delegation on the agenda in the case where the matter has been referred to City staff.

(c) Council will not hear a delegation:

- 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;
- where a Public Hearing has been held in accordance 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.

# Delegations – Procedure Bylaw

## 9. DELEGATIONS

### (4) Addressing Council

- (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 Council 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 delegation application.

# Delegations – Procedure Bylaw

## 9. DELEGATIONS

- (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, “**except**” 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.

# Delegations - Other

- Public Hearing
- Opportunities to address Council
- Public Information Meeting
- Legal Requirements
- Public Consultation

# Delegation - Types

- Requests for support
  - staff resources/facilities
- Request for funds/grants
- Promotion of events
- Appeals
  - typically related to enforcement issues
- Complaints
- Other Local Governments
- Requests for action
  - enforce Bylaws or make changes to Bylaws

# Delegations

**WORLD**

**IT'S ALL ABOUT**

**WORLD**

# Delegations



# Delegations

***The Brain Can Only Absorb  
What the Butt Can Endure***



# Delegations - MEETING

- 10 minutes permitted
  - *How long do you really need??*
- Clarity – say what you want/need
  - *High level*
  - *Details for in background and for questions*
- Background information
  - *Council preparation*
  - *PowerPoint presentation*

# Delegations – Meeting

- Submissions (before the meeting)
- Videos - will they work on the City network?
- Other software requirements?
- Arrive early
- Be prompt at the microphone
- Voice projection

# Delegations - Conduct

- Address the Mayor (Mr. Mayor, Mayor, Mr. Chairman, or Chair)
- Always go through the Chair when addressing Council
- Not a forum for debate
- Be respectful and polite
- After Council decision be seated

# Delegations - Decisions

- Council may “receive” delegation
- Council may refer the matter to a Council Committee for review and to make recommendations back to City Council (via a staff report)
- Council may refer the matter back to staff for review and to report back to Council
- **Council may approve your request!**

# Delegations

**Be Brief!**

**Be Brilliant!**

**Be Gone!**

# Delegations

[www.abbotsford.ca/delegation](http://www.abbotsford.ca/delegation)

Thank you!