

## How to schedule a delegation with City Council

The purpose of the delegation period at City Council is to enable the public the opportunity to address City Council regarding issues of municipal concern.

The CAT should formally introduce the work of the CAT at a municipal meeting to the Mayor and Council. The formal process by which this is done is through a delegation to City Council. Typical City Council delegations allow for ten minutes to present a topic that has municipal concern or relevancy. Time is allotted afterwards for Mayor and Council to ask questions regarding how they may best support and consider requests made at the delegation.

Consider introducing problematic by-laws in the community that directly impact those who use drugs and those who are living homeless. It is important to understand that the delegation is an excellent starting point for informing Mayor and Council, as well as educating members of the public concerning issues of stigma and how they directly interfere with the efforts that are being taken by the Ministry of Mental Health and Addictions to respond to the current Provincial Opioid Crisis.

*Please see below to see below for governance of power - municipal power services background information.*

[Municipal Delegation of Powers or Duties](#)

[Safety Standards Act](#)

### **Request for Delegation: Quick Look**

The purpose of the delegation is to provide a forum for input on matters of relevance to civic affairs. It is not intended to be a forum for issues that are not the responsibility of the City (i.e. provincial or federal policy). Each delegation is provided a set time to present to council, which could be 5 to 10 minutes. Check your municipality for the time you may be allowed.

Delegations are generally limited per meeting and are signed up on a first-come basis.

To speak, you must submit a written request. In many cases this is to the City Clerk, but check your municipality for the process.

Materials to be handed out to Council at the meeting should be copied a minimum of fifteen times for Council, staff and the media.

The written request must provide the following information:

The topic of discussion.

If you are requesting that an action be taken by Council, it must be specified in your written request.

Background materials are appreciated and are circulated to the Mayor and Council with the agenda.

Audio visual equipment is available, but these arrangements must be made in advance of the meeting and are the responsibility of the delegation.

You should be aware of Council procedures. The Mayor is the chair of the meeting and all comments are to be directed to the Mayor, including questions that Council members may have of you.



Find these resources at [hreptoolkit.ca](http://hreptoolkit.ca)

### **Foundation Tools**

[Guiding Principles – Human Rights and Health Equity.](#)

[Guiding Principles – Drug Use as a Health and Rights Issue.](#)

[Surveying Conditions in BC](#)

### **Tools for Action**

[How to Engage People with Lived Experience](#)

[Beyond Stigma-Reduction – Putting Rights First.](#)

[Community Action Teams: Templates for Change](#)

## Links for CATs to request municipal delegation and/or speak at Council meetings

### Breakdown under OERC - Regional Response Team (RRT)

#### Fraser Health Authority

Surrey: <https://www.surrey.ca/city-government/13375.aspx>

Langley: <https://www.tol.ca/your-township/council-meetings/delegation-request/>

Abbotsford: [https://www.abbotsford.ca/city\\_hall/mayor\\_and\\_council/delegation\\_to\\_council.htm](https://www.abbotsford.ca/city_hall/mayor_and_council/delegation_to_council.htm)

Chilliwack: <https://www.chilliwack.com/main/page.cfm?id=2189>

Maple Ridge: <https://www.mapleridge.ca/260/Appear-as-Council-Delegation>

#### Interior Health Authority

Kamloops: <https://www.kamloops.ca/city-hall/city-council/talk-council/request-appear-delegation>

Kelowna: <https://www.kelowna.ca/city-hall/council/council-meetings-public-hearings> There appears to be no process to speak as delegation. Request to speak to Mayor and Council directly: mayorandcouncil@kelowna.ca  
Agenda is made up by Clerk's Office: cityclerk@kelowna.ca

Vernon: <https://www.vernon.ca/government-services/mayor-council/council-meetings>

#### Island Health Authority:

Victoria: <https://www.victoria.ca/cityhall/council-address-form.aspx>

Duncan: <https://duncan.ca/city-hall/mayor-council/appearing-as-a-delegation/>  
<https://www.cvrld.bc.ca/2015/Delegation-Requests>

Nanaimo: <https://www.nanaimo.ca/your-government/city-council/council-meetings/appearing-as-a-delegation>

Port Alberni: <https://www.portalberni.ca/communicating-council>

Campbell River: <http://www.campbellriver.ca/your-city-hall/city-council/presenting-to-council>



Find these resources at [hreptoolkit.ca](http://hreptoolkit.ca)

#### Foundation Tools

[Guiding Principles – Human Rights and Health Equity.](#)  
[Guiding Principles – Drug Use as a Health and Rights Issue.](#)  
[Surveying Conditions in BC](#)

#### Tools for Action

[How to Engage People with Lived Experience](#)  
[Beyond Stigma-Reduction – Putting Rights First.](#)  
[Community Action Teams: Templates for Change](#)

## Links for CATs to request municipal delegation and/or speak at Council meetings

### Breakdown under OERC - Regional Response Team (RRT)

#### Northern Health Authority

Fort St. John: <https://www.fortstjohn.ca/EN/main/local-gov/mayor-council/submit-information-to-council.html>

Prince George: <https://forms.princegeorge.ca/Admin-Services/LegislativeServices/Request-to-Appear-as-a-Delegation>

#### Vancouver Coastal

Vancouver: <https://vancouver.ca/your-government/speak-at-city-council-meetings.aspx#request>

Richmond: Email request directly to: [cityclerk@richmond.ca](mailto:cityclerk@richmond.ca)

Powell River: <https://powellriver.ca/pages/appear-as-a-delegation>



Find these resources at [hreptoolkit.ca](http://hreptoolkit.ca)

#### Foundation Tools

[Guiding Principles – Human Rights and Health Equity.](#)  
[Guiding Principles – Drug Use as a Health and Rights Issue.](#)  
[Surveying Conditions in BC](#)

#### Tools for Action

[How to Engage People with Lived Experience](#)  
[Beyond Stigma-Reduction – Putting Rights First.](#)  
[Community Action Teams: Templates for Change](#)