

# CITY OF BURNABY

Explore this guide for ways to engage in local government and help shape your city.



## Public Delegations

- You may request to appear as a delegation, meaning to present an idea/issue to city council, if you wish to speak at a live council or committee meeting. Visit the [Appear as a Delegation webpage](#) for information on how to do so.
- Individuals or groups must submit a request to Legislative Services **by 12:00 pm at least 8 business days before the meeting** they wish to appear at. You may submit a request using the [online form](#) or by contacting Legislative Services directly.
- The council or committee will hear a maximum of 2 delegations (presentations) per meeting. Speakers have **5 minutes** to present.
- If presentations address a similar topic, there can be a presenter “for” and “against” the subject.



## Speaking on a Member Motion

- You cannot directly speak to a member motion at a live council meeting.
- Legislative Services relayed that to speak on an item at a live council meeting, you must request to appear as a delegation. Requests for delegations must be submitted at least 8 business days before the meeting, but meeting agendas containing any motions are not available that far in advance.
- To anticipate a motion in advance, attend a prior council meeting where the notice of a motion may be presented. That way it's possible to speak to a particular motion by appearing as a delegation. That said, you would still need to request to appear as a delegation and receive approval.



## Community Advisory Committees

- There are committees, commissions, and boards with different combinations of council members, city staff, and resident representatives. Visit the [Committees, Commissions & Boards webpage](#) for information.
- List of committees, commissions, and boards: Access Advisory Committee; Audit Committee; Board of Variance; Community Heritage Commission; Environment Committee; Executive Committee of Council; Financial Management Committee; International Relations & Friendship Cities Committee; Mayor's Task Force on Unsheltered Community Members; Parks, Recreation and Culture Commission; Planning and Development Committee; Public Library Board; Public Safety Committee; Simon Fraser Liaison Committee; Social Planning Committee; Transportation Committee.
- Membership terms and renewal opportunities vary from committee to committee.
- Visit the [Join an Advisory Body or Board webpage](#) for online applications and eligibility requirements.

- For example, the city posted an application for Burnaby's Transportation Committee with the following criteria:

You must:

- be a resident of Burnaby
- not be a current employee of the City
- have some knowledge or experience about the committee you're applying to
- serve the full term of your appointment - generally a 3 year term, with 1 reappointment for an additional term



## Public Hearings

- If you believe you will be affected by a proposed zoning bylaw, you may present your views to council. Visit the [Public Hearings webpage](#) for information.
- You may submit written comments ahead of the meeting or present in person or via Zoom.



## Engagement Opportunities

- [Your Voice](#): Burnaby's online engagement hub. Provide feedback on city projects and register to be notified of upcoming engagements and project updates.
- [City Connect](#): Newsletter and app with information on city initiatives.
- [Petition Process](#): Submit a petition to council or a committee.
- [Submit a Letter](#): If you want to address an issue but prefer to write or email, you can write to council or a board, committee, or commission. Council will include your submission in the meeting correspondence package and may bring up the item under their New Business section.



## Official Community Plan (OCP)

- City of Burnaby has an Official Community Plan that lays out strategic objectives and visions for the city.
- Visit the [Official Community Plan webpage](#) for information and learn their priorities for the coming years.

*Please note that all the information in this resource is subject to change as each city updates their plans, processes, and strategies. The information provided is up to date as of March 2024.*



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The work of WTC in Vancouver takes place on the stolen ancestral territories of the x̱məθkʷəyəm (Musqueam Indian Band), Skwxwú7mesh (Squamish Nation), and səliłwətał (Tsleil-Waututh Nation). We acknowledge the leadership of Indigenous women for time immemorial, and seek to learn and unlearn our own colonial practices as we work in cities as sites of resistance.