



# Guide for Presenting to Local Governments about Inclusive Housing

**This guide provides information to Community Living BC (CLBC) Community Councils, individuals, families and other stakeholders on how to approach local governments—including municipal councils and regional district boards—to discuss the need for, and benefits of, including people with developmental disabilities in local government housing plans.**

## Local government structure and role in housing

Municipal councils typically have full discretion to set policies, adopt bylaws and establish direction for their communities in accordance with legislation and other legal rules. Municipal councils have a close working relationship with the municipal administration which provides professional advice to council and implements its direction.

Municipalities, along with non-municipal areas (known as electoral areas) and Treaty First Nations (if any), form regional districts. Municipal councils appoint one or more members of their elected councils to sit as municipal representatives on their respective regional board.

Local governments are empowered to use planning and development tools to implement housing policies and influence the location and type of housing built in their communities. Local governments play a key role in supporting affordable and inclusive housing in B.C. and have several tools and resources available to them including policies included in official community plans, zoning, and development cost charge and property tax exemptions. Local governments' Official Community Plans can include policies that address their community's social needs and well-being, which are often linked to housing affordability and accessibility.

Learn more about municipal governments here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/systems/municipalities>

And municipal housing planning here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/planning-land-use/local-government-planning/housing-planning>

## Contacting your local government

The Government of B.C. has an online map outlining the boundaries for regional districts, electoral areas and municipalities:  
<https://governmentofbc.maps.arcgis.com/apps/webappviewer/index.html?id=9e9516e616e34326a9e0b04a421b1da0>

CivicInfoBC has a list of all municipalities in B.C. with each municipality's contact information, links to each municipality's website, as well as listings of the names of elected officials and key staff and their contact information: <https://www.civicinfo.bc.ca/municipalities>.



## How to get on the meeting agenda to address the Council or Regional Board

Municipal council and regional district board meetings must be open to the public, except in clearly defined circumstances. Such meetings generally allot time on their agenda for members of the public to address the council or board members directly. It is up to each local government to decide whether that opportunity is offered and what form it takes. Check with your local government about the procedures that the council or board in your area has established.

For example, in the City of Delta, if you wish to appear as a delegation (presenter) at a regular council meeting, you must make a request in writing to the Mayor and accompany it with background information on the issue you wish to address. The request will be reviewed, and if approved, the Office of the Municipal Clerk will arrange a Council meeting date when your delegation can appear. The procedures for delegations appearing before council are outlined in the City's Delegation Protocol:

[https://www.delta.ca/docs/default-source/office-of-the-municipal-clerk/delegationprotocol.pdf?sfvrsn=345c3e3c\\_0](https://www.delta.ca/docs/default-source/office-of-the-municipal-clerk/delegationprotocol.pdf?sfvrsn=345c3e3c_0)

## How often do municipal councils and regional boards meet?

Councils usually hold one regularly scheduled meeting every week or two, and regional district boards generally hold one regularly scheduled meeting each month, in addition to committee meetings. Meeting schedules are posted on each local government's website.

## Resources and Tools

CLBC and Inclusion BC have created resources with sample messages and information to include in your presentation, which you can find on the Key to Home website [add URL], including the Key to Home Video and a PowerPoint template.



[www.KeyToHomeBC.ca](http://www.KeyToHomeBC.ca)

