
CITY OF KELOWNA
MEMORANDUM

Date: December 11, 2002
File No.: 0550-06
To: City Manager
From: City Clerk
Subject: Proposed Policy re Submissions to Council

RECOMMENDATION:

THAT the draft policy regarding submissions to Council be adopted as attached to the City Clerk's report of December 11, 2002.

BACKGROUND:

Council regularly receives written presentations on various issues as a requirement of Statute or simply as an information gathering exercise for some City initiative. During the past year members of Council have expressed concern over the weight that should be placed on any correspondence other than letters from individuals that clearly express their position.

To address this concern, the City Clerks Office recommends that written presentations be circulated and reported to Council as two distinct (or separate) groups of correspondence:

- 1) First Priority:
 - Correspondence from individuals that only outline the writers position;
 - Correspondence from groups or associations that outline the group's position and report the number of members in the group, the date of the meeting at which the position was discussed and the number of members in attendance at that meeting.
- 2) Second Priority:
 - Petitions;
 - Form letters;
 - Correspondence that purports to contain third party information;
 - Correspondence from groups or associations that does *not* report the number of members in the group, the date of the meeting at which the position was discussed and the number of members in attendance at that meeting;
 - All unsigned correspondence.

Should Council adopt this policy, staff will advertise the new procedure in the local newspapers, amend our standard petition forms to advise of the policy and contact all groups and associations that we normally deal with to advise of the policy.

D.L. Shipclark

Attach.



CITY OF KELOWNA

COUNCIL POLICY MANUAL

POLICY:
PAGE: 1 of 1
APPROVAL DATE:
RESOLUTION #:
REPLACING #:
DATE OF LAST REVIEW:

SUBJECT: SUBMISSIONS TO COUNCIL

Written presentations to Council, resulting from a requirement of Statute or as a result of a request for submissions on a City initiative, will be circulated and reported to Council as two distinct (or separate) groups of correspondence:

3) First Priority:

- Correspondence from individuals that only outline the writers position;
- Correspondence from groups or associations that outline the group's position and report the number of members in the group, the date of the meeting at which the position was discussed and the number of members in attendance at that meeting.

4) Second Priority:

- Petitions;
- Form letters;
- Correspondence that purports to contain third party information;
- Correspondence from groups or associations that does *not* report the number of members in the group, the date of the meeting at which the position was discussed and the number of members in attendance at that meeting
- All unsigned correspondence.

REASON FOR POLICY: To assist members of Council in assessing all verbal and written presentations submitted to any Public Hearing or Council Meeting, as a result of some statute requirement or a request for submissions from the public on some City initiative.

LEGISLATIVE AUTHORITY: Council Resolution.

PROCEDURE FOR IMPLEMENTATION: The City Clerk's Department receives these submissions and will ensure that they are circulated and reported as outlined in this policy.