



City of Kelowna
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Council Policy

Handling of Petitions Received from the Public

APPROVED April 26, 1999

RESOLUTION: R375/10/04/26
REPLACING: R342/99/04/26
DATE OF LAST REVIEW: April 2010

Departments receiving petitions are to forward them to the Office of the City Clerk, who will summarize the petitioners' request in a memo addressed to the Mayor and Council and provide a brief outline of how the petition is being handled.

When the necessary action takes a prolonged length of time, follow-up memos will also be provided to ensure Council is up-to-date as to the status of the petition.

Petitions concerning subdivisions are to be received by the Subdivision Approving Officer.

Petitions concerning development applications are to be received by the Land Use Management Department, unless they are part of a statutory notice in which case the petitions are forwarded to the Office of the City Clerk.

Statutory Petitions that are required by statute (i.e. alternative approvals under Section 86 of the Community Charter local service area petitions under Sections 212 to 214 of the Community Charter) are exempt from this policy.

REASON FOR POLICY

There are times when petitions are received and successfully handled by staff without Council involvement. However, Council needs to be informed of when a petition is received and how it is being dealt with so that if they receive public inquiries, Council is aware of the status of the petition. This establishes a policy to ensure that Council is kept informed.

LEGISLATIVE AUTHORITY

NA

PROCEDURE FOR IMPLEMENTATION

The department handling the petition will forward the memo to the Mayor and Council within 7 days of receiving the petition.