



City of Kelowna
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Council Policy

Submissions to Council

APPROVED December 20, 2004

RESOLUTION: R375/10/04/26
 REPLACING: R1039/08/11/24; R1225/04/12/20; R512/02/12/16
 DATE OF LAST REVIEW: April 2010

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:

- 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.
- 3) All correspondence submitted as part of the development application public process must contain the name and indicate the area of residence (e.g. "123 Main St." or "a resident of Glenmore" or similar) of the author. Correspondence not meeting these requirements will not be returned to sender with an invitation to resubmit the correspondence with name and area of residence.
- 4) Any correspondence or other written submissions submitted as part of the development application public process must be received by 4:00 p.m. of the business day prior to the public hearing or meeting. Any correspondence or written submissions received after this deadline will not be circulated to Council. This restriction does not apply to the speaking notes of an intervener who submits notes of comments made during a public hearing or meeting.

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 Office of the City Clerk receives these submissions and will ensure that they are circulated and reported as outlined in this policy.