



City of Kelowna
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Council Policy

Circulation of Correspondence to Council

APPROVED September 9, 2013

Contact Department: Office of the City Clerk

Policy Statement

Members of Council receive correspondence from the public on various issues in the community, and regarding a wide variety of topics related to Public Hearings, Council Meetings and legislated forms of Petitioning.

Purpose

To ensure the processes related to the circulation of correspondence to Council, whether as part of a specific public process, or through regular contact with Council on various issues in the community, are clearly defined.

Background

While Council members and the City engage the community in various ways and for a variety of reasons, the Office of the City Clerk and Corporate Communications also provide a communication link for members of the public to 'Connect with Council' through written correspondence on a daily basis.

Depending on the nature of the written correspondence, Council is provided with the information in a timely manner, whether it is received in response to a legislated process, or a matter of individual or community interest.

Correspondence received as a result of Public Notification for Council Meeting or Public Hearing items from either statutory or informational notice, will be provided to Council as part of their meeting package.

Procedure:

1. General (Non-Development) Correspondence/Petition Submission:
 - a. Members of the public wishing to submit written correspondence for Council information or consideration may submit directly through the Mayor's office, or mayorandcouncil@kelowna.ca
 - i. Correspondence received will be acknowledged, when applicable, and circulated to Council through the Mayor and Council Correspondence system.
 - ii. Updates or additional correspondence will be added to the correspondence file if further action is required.
 - b. Petitions submitted to Council will be circulated to Council through the Mayor and Council Correspondence system and the appropriate City Department through the Service Request system. If further action is required, updates to the service request will be provided by the assigned department. Those submitting a general petition must:
 - i. clearly state the specific area of interest for the petition, followed by the position or request in point form;
 - ii. include the petition organizer and contact person name, civic address, phone number and email address; and
 - iii. provide a space for petitioners that includes their PRINTED name, signature, civic address and date the petition was signed.

**Please note that contact information is not necessary for each petitioner*

2. Subdivision Petitions Submission:

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

3. Council Meeting (Development) Correspondence/Petition Submission:

The Office of the City Clerk, along with statutory notification according to Development Application Procedures Bylaw No.10540, will deliver informational notices to properties in the same general postal delivery route area as applications under consideration.

- a. The Office of the City Clerk will circulate to Council, and make available to the public at the meeting, any written comments that were received during the notification period, including:
 - i. correspondence from individuals that only outline the writers position;
 - ii. 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; or
 - iii. form letters or petitions; or
 - iv. correspondence, whether individual or group, that purports to contain third party information, or is commentary in nature;
- b. All written correspondence related to an application under consideration by Council in an open meeting, including email, becomes a public document once submitted to the City and must include the senders surname and civic address. While efforts will be made to obtain this information, correspondence lacking either a surname and/or civic address will not be circulated.

4. Alternative Approval Process (AAP) and Business Improvement Area (BIA) Petitions Submission:

- a. Petition forms will be accepted in paper, fax or electronic formats and must:
 - i. be submitted on the Council approved petition form;
 - ii. follow the requirement of the legislation as outlined on the petition form; and
 - iii. be received at the Office of the City Clerk no later than the closing date and time approved by Council.
- b. Results during the open petitioning period will not be provided to staff, Council or members of the public until the Corporate Officer has deemed the final total to be true and accurate in a report to Council.
- c. Once a petition is submitted, the petition and/or signature cannot be removed.

5. Local Area Service Petition Submissions:

- a. Petition forms will be accepted in paper, fax or electronic formats and must:
 - i. be submitted on the petition form created by City staff.
 - ii. follow the requirement of the legislation as outlined on the petition form.
 - iii. be received at the Office of the City Clerk no later than the closing date and time approved by Council;
- b. Results during the open petitioning period will not be provided to staff, Council or members of the public until the Corporate Officer has deemed the final total to be true and accurate in a report to Council.
- c. Once a petition is submitted, the petition and/or signature cannot be removed.

Amendments

R596/13/09/09 - Approval

