

COUNCIL SURVEY POLL POLICY
Council Policy No. 84/19

PURPOSE:

To canvass Council members by email to obtain their decision regarding a request or inquiry that requires a decision prior to the next regularly scheduled Council meeting.

POLICY:

It is the policy of Council to establish the criteria for conducting Council Survey Polls.

It is the desire of Council to maintain the option of conducting survey polls with some restrictions. Council Survey Polls:

1. Must include the exact resolution wording that Council will be considering which will be emailed to Council as a group;
2. May be conducted for relatively minor issues;
3. May not be conducted on financial matters with the exception of Council travel for conferences and meetings that have not been specified in the operating budget but require authorization since the travel, conference or meeting is taking place before the next Council meeting; and
4. Survey results must be placed on the next Regular or Closed Council Meeting for formal ratification.

PROCEDURE:

A Council member wishing to utilize a Council Survey Poll must send the background documentation and the rationale for using the survey poll to the Director of Legislative and Administrative Services or the Deputy City Clerk. Staff will draft the proposed resolution and will include the background document as part of the survey poll email.

For emergency Council travel for a conference or a meeting that is taking place before the next Council meeting, the questions from Council Memberships, Conferences and Travel Policy No. 20/19 will form part of the email.