QUICK GUIDE

Send a written submission

Not comfortable speaking? A letter counts too. Every member receives it and it goes on the public record.

Who to send it to

- **City / committee:** City Clerk · **Region:** Regional Clerk
- **Police board:** board office · **School board:** governance office
- The email is on the agenda or meeting page. Ask that it be **shared with all members and added to the record**.

When

- Usually by **noon the business day before** (earlier for police and school boards).
- Agendas often appear only about a week before — you can send it earlier with the meeting date and topic.

How

1. Find the meeting and item number.
2. Write one page in your own words.
3. Put the item number and date in the subject line.
4. Send it to the clerk before the deadline; copy your councillor or trustee.

Sample letter

> Re: Item ___ — ___ (meeting, date)
>
> Dear Chair and members,
> Please share this with all members and add it to the record for item ___.
> My name is ___ and I live in ___.
> [What is happening — one or two facts.]
> [Why it matters to me and people here.]
> I respectfully ask that you ___.
> Sincerely, ___ (name, ward or address, email)

Good to know

- Your name and letter usually become public.
- At planning meetings, writing keeps your right to appeal.

More details, samples and your city
Scan the code or visit:
oneglobalvoice.org/civic.php?topic=write