

Committee Process

The committee process may vary from inquiry to inquiry, but usually consists of the following steps:

- 1 The Legislative Assembly issues a terms of reference to a Committee.
- 2 The Committee receives initial briefings from committee staff and expert witnesses.
- 3 The Committee collects evidence, which may include public consultation.
- 4 The Committee considers all evidence and prepares report.
- 5 The report is presented to the Legislative Assembly, where it may be debated and adopted.
- 6 Print copies of the report are distributed, and an electronic version is posted on the Internet. Electronic copies are sent to all witnesses who participated in the committee inquiry.

How to Contact Us

For further information on the work of parliamentary committees, please contact:

Office of the Clerk of Committees
Room 224
Parliament Buildings
Victoria, BC V8V 1X4
Canada

Telephone: (250) 356-2933

Facsimile: (250) 356-8172

Toll-free in BC: 1-877-428-8337

Email: ClerkComm@leg.bc.ca

Website: www.leg.bc.ca/cmt

Preparing

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Written Submission



Legislative Assembly of British Columbia

Office of the Clerk of Committees

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About Parliamentary Committees

Parliamentary committees undertake much of the detailed investigative work of the Legislative Assembly of British Columbia. They examine policy proposals and topical issues, scrutinize the operation of government organizations, as well as review legislation and government spending estimates.

As part of a public consultation process, a committee may ask for written submissions on topics or questions contained in the committee's terms of reference. This brochure provides information to assist those wishing to make a written submission to a committee of the Legislative Assembly of British Columbia.

Who Can Make a Submission?

Any organization or individual may submit a written submission to a committee of the Legislative Assembly of British Columbia.

What is a Written Submission?

A written submission is a record of your views or opinions on a matter currently under consideration by a parliamentary committee. By writing a submission, you are providing the committee with your own insights, observations and opinions.

A written submission can take many forms, ranging from an e-mail, fax, or letter, to an electronic document or even a videotape. It can be a brief statement of opinion, or a lengthy report complete with facts and recommendations.

Once a submission is received, it is considered committee evidence and becomes part of the official record of the committee's work. Unless confidentiality has been requested and granted, it will be considered a public document that can be made available upon request to interested parties once a committee has completed its assignment.

For information on also presenting your ideas at a public hearing, please see the brochure entitled "Appearing as a Witness at a Parliamentary Committee Hearing."

Format of Written Submissions

While there is no one specific format that a written submission must take, the following suggestions will help you to prepare an effective submission.

If possible, your written submission should:

- ✓ Be provided electronically, either through an e-mail attachment, or on a computer disk.
- ✓ Include your name, e-mail address, mailing address, telephone number, and, if applicable, the name of the organization you are representing.
- ✓ Specify any recommendations you would like the committee to consider.
- ✓ Include an executive summary outlining the key points of your submission (if your submission is longer than ten pages).

Filing a Written Submission

Providing your name and other contact information (mailing address, telephone number and e-mail) is essential to ensure that your comments are received and considered by the committee you are addressing. It will also enable staff to forward you any copies of reports issued by the committee during its inquiry.

Please send your written submission to the mailing address, e-mail address or fax number supplied on the back of this brochure. The contact person is the Clerk to the Committee.

All written submissions must be received by the Office of the Clerk of Committees by the advertised closing date.

Completing an On-line Survey

Recently, some committees have developed on-line surveys to facilitate greater public involvement in the committee's consultations. In general, on-line surveys may ask participants to rank their priorities and/or rate specific initiatives, or to provide brief responses to particular questions posed by the committee.

When completing an on-line survey, please supply the following information:

- ✓ Name, address, and e-mail address.
- ✓ If you are responding on behalf of an organization, please include the formal name of the organization as well as your current position.

Your response to an on-line survey is treated as evidence in the same way as a written submission or an oral presentation, and may be made public once a committee has completed its inquiry.