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## CITY OF KELOWNA

# MEMORANDUM

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**Date:** May 16, 2005  
**File Nos.:** 0550-06  
**To:** City Manager  
**From:** Council Policy Review Committee  
**Subject:** Council Policy Manual Review  
**Report Prepared by:** Legislative Coordinator

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### **RECOMMENDATION:**

THAT Council Policy Nos. 09, 210, 242, 258, 261, 292 and 304 be revised as attached to the report dated May 16, 2005 from the Council Review Committee;

AND THAT Council Policy Nos. 66, 73, 123, 226, 236, 269 and 295 be rescinded.

### **BACKGROUND:**

Upon completion of the overall review of the Council Policy Manual in May 2005, the Council Review Committee has outlined the recommended changes for the above listed policies.

The policies addressed in this report are those that require minor revisions or are recommended to be rescinded. The policies are attached for Council's information. If council has concerns about any of the changes recommended in the report, we ask that those changes that can be supported be accepted and the others deferred for a future report back.

<b><u>Policy</u></b>	<b><u>Description</u></b>
<b>09</b>	<b><u>Banking &amp; Cheque Signing</u></b> Revised to replace the word "immediately" with "January 1, 2006" and the figure "\$15,000" with "\$25,000". As well, deleting the words "Deputy Director of Finance, General Accounting Manager or the Director of Finance & Corporate Services" and replacing it with "Financial Accounting & Systems Manager, Financial Planning Manager or the Director of Financial Services."
<b>210</b>	<b><u>Professional Prize Fighting Events in Municipal Facilities</u></b> Revised to replace the word "boxing" with "prize fighting" throughout the policy and to add the following to the end of the policy; "The Director may require that an athletic commission regulate and supervise any prize fighting event held in a civic facility."
<b>242</b>	<b><u>Commemorative Recognitions (i.e. Plaques) in City Parks</u></b> Revised to replace the words "City Council" with the words "the Parks Manager." in number 3.

- 258                    Dog Walking and Dog Off-Leash Parks**  
Revised to include several changes to names of parks and their appropriate locations. As well, the maps for Knox Mountain/Sutherland Park and Former Works Yard should be deleted.
- 261                    Financial Plan Transfer Policy**  
Revised part 1 by changing the words “Sewer Operating” and “Sewer Capital” with the words “Wastewater Operating” and “Wastewater Capital”. Further amended to include deleting “\*Includes Wastewater” and replacing it with “Natural Gas Legacy Capital” and by adding “Natural Gas Legacy Operating” to the first column. Finally, the Budget Transfer Authority sheets are to be amended to include updates.
- 292                    Utility Services Across Private Property**  
Revised by deleting the figure “1000.00” and replacing it with the words “actual costs”.
- 304                    Expanding or Adding Properties to Specified Areas**  
Amended for clarification to include deleting the words in the first point “a single parcel or lot is” and replacing it with “a property or properties are”. The words in the second point “the entire property,” be deleted and replaced with “each and every lot that was ever in whole or in part, contained within the Specified Area”. Finally, the words “if the specified area bylaw allows cash commutation of the fees,” be deleted in the third point and “cash commuted” be replaced with the words “paid off in their entirety in a lump sum”.

Furthermore, the following policies which are recommended to be rescinded are because these policies are considered outdated or due to new language in the Community Charter and are not required:

<b><u>Policy</u></b>	<b><u>Title</u></b>
66	“Closed Session” Council Meetings – Confidential Matters
73	Kelowna Airport – Resident Complaints
123	Minutes of Council Appointed Committee Meetings
226	Highway 97 Trunk Sanitary Sewer Extended Service Policy
236	Sunset Policy for Development and Variance Permit Applications, Rezoning and OCP Amendment Bylaws
295	City Review of Applications forwarded by Liquor Control & Licensing Branch for Designated “Food Optional Areas”
269	Small Lot (RR3) Sewering Policy

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Councillor Colin Day, Chair