

**City of Kelowna
Regular Council Meeting
AGENDA**



Monday, May 25, 2015

8:30 am

Knox Mountain Meeting Room (#4A)

City Hall, 1435 Water Street

	Pages
1. Call to Order	
2. Confirmation of Minutes	3 - 5
Regular AM Meeting - May 11, 2015	
3. Reports	
3.1 Council Policy Framework	30 m 6 - 16
To provide Council with an overview of the policy framework and current Council Policy Library, and seek direction on the conduct of a Council Policy Library review.	
3.2 Principles and Strategies for Financial Sustainability	120 m 17 - 39
To align the corporate framework, Council priorities, and Community's overarching values with financial principals and strategies	
4. Resolution Closing the Meeting to the Public	
THAT this meeting be closed to the public pursuant to Section 90(1) (a) and (e) of the Community Charter for Council to deal with matters relating to the following:	
<ul style="list-style-type: none">• Municipal Appointments• Property Acquisition, Disposition or Expropriation of Land or Improvements	
5. Adjourn to Closed Session	
6. Reconvene to Open Session	

7. Issues Arising from Correspondence & Community Concerns

7.1 Mayor Basran, re: Issues Arising from Correspondence

30 m

8. Termination



**City of Kelowna
Regular Council Meeting
Minutes**

Date: Monday, May 11, 2015
 Location: Knox Mountain Meeting Room (#4A)
 City Hall, 1435 Water Street

Members Present Mayor Colin Basran, Councillors Maxine DeHart, Ryan Donn, Gail Given, Tracy Gray, Charlie Hodge, Brad Sieben, Mohini Singh, Luke Stack

Staff Present City Manager, Ron Mattiussi; City Clerk, Stephen Fleming; Cemetery Manager, David Gatzke*; Parks Services Manager, Ian Wilson*; Civic Operations Director, Joe Creron*; Council Recording Secretary, Arlene McClelland

(* denotes partial attendance)

1. Call to Order

Mayor Basran called the meeting to order at 9:00 a.m.

2. Confirmation of Minutes

Moved By Councillor Hodge/Seconded By Councillor DeHart

R352/15/05/11 THAT the Minutes of the Regular AM Meeting of May 4, 2015 be confirmed as circulated.

Carried

3. Reports

3.1 Draft Kelowna Memorial Park Cemetery Master Plan - Workshop

Staff:

- Introduced Consultant Erik Lees with LEES & Associates

Erik Lees, Consultant, LEES & Associates:

- Provided a PowerPoint presentation summarizing the Kelowna Memorial Park Master Plan and responded to questions from Council.

Staff:

- Responded to questions from Council.

Council:

- Raised questions and comments pertaining to the future of the Cemetery.

Moved By Councillor Given/Seconded By Councillor Donn

R353/15/05/11 THAT Council receives, for information, the Report from the Cemetery Manager dated May 11, 2015 with respect to the draft Kelowna Memorial Park Cemetery Master Plan.

Carried

Erik Lees, Consultant, left the meeting at 10:23 a.m.

3.2 Accepting and Disclosure of Gifts - Community Charter Requirements

City Clerk:

- Provided information regarding the legislated restrictions on accepting gifts and the disclosure of gifts as set out in the Community Charter and responded to questions from Council.

Council:

- Agreed that a Council Policy regarding gifts was necessary.

Moved By Councillor Hodge/Seconded By Councillor Stack

R354/15/05/11 THAT Council receives, for information, the report from the City Clerk, dated May 11, 2015 with respect to Accepting and Disclosure of Gifts - Community Charter Requirements;

AND THAT Council directs staff to prepare a draft Gifts Policy and report back to Council.

Carried

4. Resolution Closing the Meeting to the Public

Moved By Councillor Sieben/Seconded By Councillor Gray

R355/15/05/11 THAT this meeting be closed to the public pursuant to Section 90(1) (e) of the Community Charter for Council to deal with matters relating to the following:

- Acquisition, Disposition, or Expropriation, of Land of Improvements.

Carried

5. Adjourn to Closed Session

The meeting adjourned to a closed session at 11:25 a.m.

6. Reconvene to Open Session

The meeting reconvened to an open session at 11:40 a.m.

7. Issues Arising from Correspondence & Community Concerns

7.1 Mayor Basran, re: Delegation travel to Boulder, Colorado

Moved By Councillor Given/Seconded By Councillor Hodge

R356/15/05/11 THAT Council authorizes Mayor Basran to travel May 27 - 29, 2015 to Boulder, Colorado as part of the Kelowna technology delegation with expenses paid in accordance with Council Remuneration and Expense Bylaw No. 7547.

Carried

7.2 Councillor Donn, re: Tour of WFN

Councillor Donn:

- Extended an invitation he received for a tour of WFN facilities.

7.3 Councillor Gray, re: Student Parking on Raymer Avenue

Councillor Gray:

- Raised correspondence from KSS Students regarding ticket and towing enforcement action on Raymer Avenue.

City Manager:

- Will look into the matter and report back to Council.

8. Termination

The meeting was declared terminated at 11:57 a.m.

Mayor

/acm

City Clerk

DRAFT

Report to Council



Date: May 25, 2015
File: 0160-20
To: City Manager
From: Deputy City Clerk
Subject: Council Policy Review

Recommendation:

THAT Council receives the Council Policy Review report of the Deputy City Clerk, dated May 25, 2015 for information;

AND THAT Council initiates a comprehensive review of the current Council Policy Library, as attached to the May 25, 2015 report of the Deputy City Clerk, to be completed this Council term;

AND THAT Council direct staff to prepare each policy of the Council Policy Library for review and presentation to Council during regular AM meetings, individually or in groups as appropriate, as outlined in the May 25, 2015 report of the Deputy City Clerk;

AND THAT Council rescinds Council Policy No.26 City Bylaws as outlined in the report of the Deputy City Clerk dated May 25, 2015;

AND FURTHER THAT Council Policy No. 368 Council Policy Administration be approved by Council as amended and attached to the report of the Deputy City Clerk dated May 25, 2015.

Purpose:

To provide Council with an overview of the policy framework and current Council Policy Library, and seek direction on the conduct of a Council Policy Library review.

Council Policy Framework

Legislated authority, most commonly found under the *Community Charter* and the *Local Government Act*, provides the governing structure upon which local governments provide various services and programs to their residents. Council governs through a policy framework that includes the adoption of Bylaws, the establishment of Council Policies and the passing of Council Resolutions. Depending on the policy decision, the appropriate policy tool must be chosen. For example, daily decisions that provide general direction may be made through a

resolution of Council, while a policy decision intended to prohibit, permit or regulate certain citizen activities must be made by bylaw.

Council Policy Library

There are currently one hundred and forty-two (142) Council Policies in the Council Policy Library (Appendix A) which generally provide strategic direction on governance, programs and services for the City of Kelowna. A Council Policy may provide for and define, an expected level of service and guide staff and citizens with clear actions intended to meet certain principles or goals.

Over time, many of the policies in the Policy Library have been reviewed and amended based on changes in services or programs, or reviewed as part of a formal Council Policy review process that began as a good governance practice in the 1990's.

Council Policy Library Review

Staff is recommending that the 2015 Council Policy Library Review be conducted by Council, and coordinated by Office of the City Clerk, during Regular Monday AM meetings over the council term.

While the proposed scope of this review is for Council Policy as attached, it is intended that these policies will be reviewed, either individually or in relevant groups, within the context of the entire policy framework in order to identify possible duplication, integration, and ensure the appropriate policy tool is engaged for the desired action and outcome.

Throughout the review, Council may also identify policy gaps for future policy development based on current Council priorities, initiatives and practices. Where possible, with each presentation to Council, staff will include background information, current legislation or regulations (if applicable), an indication of regular use and effectiveness, as well as a recommendation for consideration.

To begin the review, staff is recommending that Council consider rescinding Policy 26 City Bylaws and amending Policy 368 Council Policy Administration as follows:

Council Policy No. 26 - City Bylaws

Recommendation: rescind

Created in 1976, this policy assigned responsibility for the preparation and drafting of all City bylaws to the City Clerk. As the City Clerk, through staff in the Office of the City Clerk, continues to provide consultation on the creation of policy through Bylaws, Council Policy, and Resolutions, it is recommended this policy be rescinded and the direction provided be added to Council Policy No. 368 through the proposed amendments noted below.

Council Policy No. 368 - Council Policy Administration

Recommendation: amend as attached

To ensure continuing good governance, Council endorsed Council Policy No. 368, Council Policy Administration on July 15, 2013. The proposed amendments to this policy will provide greater clarity on policy as a continuum and further refine the intent and scope for the policy

framework. The proposed amendments to the policy include the template itself and updated policy statements that will help guide future policy development. The policy assigns primary responsibility for consultation, management and distribution of all policy, and ensures that their regular review is responsive to Council direction.

Conclusion

Together, the policy tools provided to local governments through the legislation provide an essential and effective way to communicate priorities with actions. The proposed review of the Council Policy Library will provide Council with the opportunity to ensure their policies support strategic priorities, are responsive to changes in the community, and remain consistent with the overall goals of the City.

Existing Policy: Council Policy Administration No.368

Considerations not applicable to this report:

Legal/Statutory Procedural Requirements:

Legal/Statutory Authority:

Financial/Budgetary Considerations:

Personnel Implications:

Internal Circulation:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

K. Needham, Deputy City Clerk

Approved for inclusion: Rob Mayne, Divisional Director Corporate & Protective Services

COUNCIL POLICY REVIEW - 2015 LIST

Policy No.		Year	Division
218	Community Social Development Grants - Pol. 218.pdf (57kb) (2012-10-31)	1992	Active Livin
58	Grant-in-Aid Funding Requests - Pol-058.pdf (44kb) (2012-06-15)	1989	Active Livin
277	Grants to Address Sexual Exploitation of Youth - Pol-277.pdf (43kb) (2012-10-31)	1998	Active Livin
355	Sister City Funding -Pol-355 .pdf (63kb) (2010-11-10)	2010	Active Livin
333	Athletic Excellence Grant Policy - Pol-333.pdf (93kb) (2010-05-03)	2006	Active Livin
343	Civic Community Facility Naming Policy-Pol-343.pdf (85kb) (2010-05-05)	2008	Active Livin
259	Development of New Arenas - Reserve Account - Pol-259.pdf (63kb) (2010-05-04)	1998	Active Livin
310	Designated Driver Program - Pol-310.doc.pdf (66kb) (2010-05-05)	2003	Active Livin
305	Guidelines for Communication & Cooperation Between the City and Residents Associations - Pol - 305.pdf (87kb) (2010-05-05)	2002	Active Livin
223	Liquor Licenses in Parks and Stadiums and Facilities- Pol-223.pdf (69kb) (2010-05-03)	1992	Active Livin
339	Mission Recreation Park Reserve Fund - 339.pdf (64kb) (2010-05-05)	2007	Active Livin
256	Naming of City of Kelowna Awards 'In Memory' of Individuals - Pol-256.pdf (63kb) (2010-05-04)	1998	Active Livin
222	Recreation, Parks and Cultural Services - Philosophy and Fees & Charges Policy - Pol-222.pdf (134kb) (2010-05-03)	1992	Active Livin
326	Sports Field Reserve Fund - Pol-326.pdf (62kb) (2010-05-05)	2005	Active Livin
349	Sport Education Grant - Pol- 349.pdf (125kb) (2010-03-25)	2009	Active Livin
330	Unclaimed Funds on Recreation Customer Accounts - Pol-330.pdf (63kb) (2010-05-05)	2005	Active Livin
298	Sports Event Development Grant - Pol-298.pdf (137kb) (2010-05-05)	2001	Active Livin
210	Professional Prize Fighting Events in Municipal Facilities - Pol-210.pdf (35kb) (2012-06-18)	1992	Active Livin
227	Business License Applications - Adult Video Outlets - Pol-227.pdf (62kb) (2010-05-03)	1992	CAPS
6	All Candidates Forum - Civic Elections - No. 06.pdf (29kb) (2012-06-15)	1976	CAPS
26	City Bylaws - Pol-026.pdf (33kb) (2012-06-14)	1976	CAPS
369	Circulation of Correspondence to Council	2009	CAPS
285	Council Committees - Pol-285.pdf (268kb) (2009-10-21)	2008	CAPS
337	Council Authorization to Attend Conventions and Meetings Beyond the Central Okanagan Regional District - No. 337.pdf (166kb) (2010-11-25)	2007	CAPS
368	Council Policy Administration	2013	CAPS
299	Freedom of the City - Pol-299.pdf (64kb) (2010-05-05)		CAPS
286	Minutes of Select & Standing Committee Meetings - Pol-286.pdf (65kb) (2009-10-21)	2000	CAPS
138	Posting of Notices on Notice Boards at City Hall - Pol-138.pdf (33kb) (2012-06-15)	1972	CAPS
81	Processing of City Lease or Contract Documents - No. 81.pdf (35kb) (2012-06-15)	1976	CAPS

351	Senior Government Referral Policy - No. 351.pdf (30kb) (2011-07-29)	2009	CAPS
43	Use of Council Chamber - Pol-043.pdf (34kb) (2012-06-15)	1982	CAPS
25	City Managers Attendance at Meetings of the Council - No. 25.pdf (34kb) (2012-06-14)	1970	CAPS
313	Conflict of Interest - Pol-313.pdf (64kb) (2010-05-05)	2004	CAPS
9	Banking and Cheque Signing - No. 09.pdf (34kb) (2012-06-14)	1981	CAPS
306	Charitable Donations and Gifts to the City - Pol-306.pdf (84kb) (2010-05-05)	2002	CAPS
287	Council Reimbursement of Out-of-Pocket Expenses for Attending Functions or Special Training Within the Region - Pol-287.pdf (77kb) (2010-05-05)	2000	CAPS
294	Council Appointee to Library Society - Pol-294.pdf (60kb) (2010-05-05)	2000	CAPS
261	Financial Plan Transfer Policy - Pol-261.pdf (234kb) (2010-05-04)	1971	CAPS
262	Financial Plan Amendment Policy - Pol-262.pdf (155kb) (2010-05-05)	1998	CAPS
234	Found Money Turned Over to RCMP - Pol-234.pdf (62kb) (2010-05-05)	1993	CAPS
5	Holding of Public Meetings for Projects Resulting in a Tax Levy - Pol- 5.pdf (62kb) (2010-10-25)	1975	CAPS
316	Investment of City of Kelowna Surplus Funds - Pol-316.pdf (154kb) (2010-05-05)	2004	CAPS
245	No Exemption Policy - Garbage Collection Tax Levy - Pol-245.pdf (77kb) (2010-05-04)	1996	CAPS
327	Permissive Tax Exemption - Pol-327.pdf (81kb) (2010-05-05)	2005	CAPS
135	Posting of Security - Pol-135.pdf (37kb) (2012-06-15)	1970	CAPS
342	Tangible Capital Asset Policy - Pol-342.pdf (120kb) (2010-05-05)	2007	CAPS
164	Travel Expenses - Officers & Employees - Pol-164.pdf (74kb) (2010-05-03)	1988	CAPS
370	Write-Off Policy for Uncollectable General Receivables	2014	CAPS
160	Bonding Requirements for all Construction and Servicing Contracts - No. 160.pdf (37kb) (2012-06-15)	1986	CAPS
336	Video Surveillance Pol - 336.pdf (70kb) (2010-05-05)	2006	CAPS
357	Landfill Tipping Fee Waiver and Application - Pol-357.pdf (69kb) (2011-03-03)	2011	CivicOps
242	Commemorative Recognitions in City Parks - Pol-242.pdf (65kb) (2010-05-04)	1995	CivicOps
302	Graffiti Prevention Program - Pol-302.pdf (66kb) (2010-05-05)	2001	CivicOps
279	Knox Mountain Park - Spraying for Pest Infestation - Pol-279.pdf (62kb) (2010-05-05)	1999	CivicOps
251	Park Naming Policy - Pol-251.pdf (96kb) (2010-05-04)	1997	CivicOps
260	Prohibited Trees and Shrubs (Eradication of Codling Moth) - Pol-260.pdf (63kb) (2010-05-04)	1998	CivicOps
16	Road Right-of-Way Landscaping & Maintenance Policy - No. 16.pdf (43kb) (2012-06-14)	1976	CivicOps
171	Walkway Fencing - Cost Sharing - Pol-171.pdf (34kb) (2012-06-15)	1990	CivicOps
176	Wedding Ceremonies - Kasugai Gardens - Pol-176.pdf (34kb) (2012-06-15)	1987	CivicOps
4	City Electrical Service Wires on Private Property - No. 04.pdf (33kb) (2012-06-14)	1956	CivicOps
252	Culvert Supply and Installation - Ongoing Maintenance - Pol-252.pdf (69kb) (2010-05-04)	1998	CivicOps
321	Ditch Maintenance and Inspection - Pol-321.pdf (66kb) (2010-05-05)	2004	CivicOps

364	Fencing Adjacent to City Owned Land - No. 364.pdf (34kb) (2012-06-27)	2012	CivicOps
240	Overhead Street Banner Installations - Pol-240.pdf (69kb) (2010-05-03)	1994	CivicOps
7	Road Closure Gate - Field Road - No. 07.pdf (28kb) (2012-06-14)	1986	CivicOps
358	Roadside Memorials - Pol-358.pdf (32kb) (2011-03-07)	2011	CivicOps
331	Sidewalk Maintenance and Inspection - Pol-331.pdf (77kb) (2010-05-05)	2006	CivicOps
332	Snow and Ice Control - Pol-332.pdf (43kb) (2012-10-31)	2006	CivicOps
373	Tourist Oriented Destination Signs	2014	CivicOps
32	City of Kelowna Lapel Pins - Pol-032.pdf (33kb) (2012-06-15)	1981	Communica
281	City of Kelowna Corporate Logo - Pol-281.pdf (60kb) (2010-05-05)	1999	Communica
372	Engage Policy	2014	Communica
361	Flag Policy - Pol- 361 .pdf (35kb) (2012-08-24)	2011	Communica
362	Flag Guidelines -Pol-362.pdf (44kb) (2012-08-24)	2011	Communica
71	Kelowna Coat of Arms (Armorial Bearings) - Pol-071.pdf (33kb) (2012-06-15)	1986	Communica
239	Letters of Appreciation - Council Appointed Committees - Pol-239.pdf (60kb) (2010-05-04)	1994	Communica
350	Volunteer Appreciation - Pol-350.pdf (108kb) (2009-11-12)	2009	Communica
3	Agricultural Land Reserve_ALR_ Appeals - No. 03.pdf (30kb) (2012-07-10)	1977	CPRE
341	Accessibility Measures for Hotels and Motels - No. 341.pdf (41kb) (2012-06-14)	2007	CPRE
40	Controlled Access Policy - Pol-040.pdf (34kb) (2012-06-15)	1979	CPRE
249	Development Permit - Recycling Depot - Pol-249.pdf (62kb) (2010-05-04)	1996	CPRE
265	Engineering Drawing Submission Requirements - Pol-265.pdf (170kb) (2010-05-04)	1999	CPRE
63	Inspection of Solid Fuel Burning Appliances - Pol-063.pdf (37kb) (2012-06-15)	1989	CPRE
270	Motel and Hotel Redevelopment - Pol-270.pdf (65kb) (2010-05-04)	1999	CPRE
267	Registering Servicing Agreements as a Restrictive Covenant on Title - Pol-267.pdf (62kb) (2010-05-04)	1999	CPRE
224	User Fees - Inspection Services Department - Pol-224.pdf (60kb) (2010-05-04)	1992	CPRE
235	Cost Sharing of Agassiz Road Extension - Pol-235.pdf (429kb) (2010-05-04)	1994	CPRE
353	Development Cost Charge Bylaw - Farm Property Interpretation -Pol-353 .pdf (261kb) (2010-09-16)	2010	CPRE
329	Downtown Commercial Building Encroachment Policy - Pol-329.pdf (67kb) (2010-05-05)	2005	CPRE
290	Lapsed Development Permits - Pol-290.pdf (67kb) (2010-05-05)	2001	CPRE
359	Liquor Licencing Policy and Procedures - Pol- 359 .pdf (44kb) (2011-02-23)	2011	CPRE
229	Mobile Home Park Redevelopment - No. 229.pdf (30kb) (2012-01-23)	1993	CPRE
314	Parking Credits for Mixed Use Developments in the Downtown - Pol 314.pdf (215kb) (2011-07-20)	2004	CPRE
206	Preservation of Sawmill (Bellevue) Creek Corridor and Crawford Falls - Pol-206.pdf (34kb) (2012-06-18)	1991	CPRE
301	Private Docks Abutting City-Owned Lots - Pol-301.pdf (94kb) (2010-05-05)	2001	CPRE
367	Public Notification & Consultation for Development Applications	2013	CPRE

280	Registration of Highway Reserve Agreements - Pol-280.pdf (63kb) (2010-05-05)	1999	CPRE
283	Road Acquisitions - Pol-283.pdf (64kb) (2010-05-05)	1999	CPRE
257	Seeking of Public Input - Sign Bylaw Changes - Pol-257.pdf (63kb) (2010-05-04)	1998	CPRE
282	Stratey for Elimination of Remaining Land Use Contracts - No.282.pdf (30kb) (2012-02-16)	1997	CPRE
307	Waiver of Public Hearing - Pol-307.pdf (62kb) (2010-05-05)	2002	CPRE
274	Cultural Policy - Pol-274.pdf (115kb) (2010-03-04)	1990	CPRE
190	Healthy Community - Pol-190.pdf (34kb) (2012-06-15)	1990	CPRE
238	Heritage Designation Waiver of Compensation Agreements - Pol-238.pdf (62kb) (2010-05-04)	1994	CPRE
318	Heritage Building Tax Incentive Program - Pol-318.pdf (51kb) (2012-05-14)	2004	CPRE
247	Hierarchy of Plans, Sector Plans, Structure Plans, Redevelopment Plans - No. 247.pdf (2012-09-12)	1996	CPRE
296	Official Community Plan Consultation - Pol-296.pdf (78kb) (2010-05-05)	2001	CPRE
335	Rental Housing Grants - Pol-335.pdf (37kb) (2012-06-04)	2006	CPRE
360	Social Policies - Pol- 360 .pdf (53kb) (2011-06-03)	2011	CPRE
340	City Ownership of Stuart Park and City Hall Block - Pol-340.pdf (60kb) (2010-05-05)	2007	CPRE
76	Disposal of City Property - Pol-076.pdf (41kb) (2012-06-15)	1971	CPRE
127	Execution of Standard Land Title Office Documents - Pol-127.pdf (40kb) (2012-06-15)	1976	CPRE
75	Land Acquisition - Long Range Development Plan - Pol-075.pdf (35kb) (2012-06-15)	1971	CPRE
347	Non - Market Leasing of Civic Land or Buildings - Pol-347.pdf (144kb) (2010-05-05)	2009	CPRE
159	Pay Telephone Booth Locations on Public Property - Pol-159.pdf (34kb) (2012-06-15)	1976	CPRE
366	Residential Permit Program	2013	CPRE
185	Glenmore Road - Access to and Lot Orientation - Pol-185.pdf (33kb) (2012-06-15)	1990	CPRE
278	Knox Mountain Park Road - Pol-278.pdf (60kb) (2010-05-05)	1989	CPRE
196	Panhandle Lot Policy - Pol-196.pdf (42kb) (2012-06-15)	1991	CPRE
198	Recreational Trails - Perimeters of Golf Courses - Pol-198.pdf (34kb) (2012-06-15)	1991	CPRE
297	Section 4 Roads - Pol-297.pdf (62kb) (2010-05-05)	2001	CPRE
148	Strata Conversion of Existing Occupied Buildings - Pol-148.pdf (41kb) (2012-06-15)	1980	CPRE
363	Street Naming, Street Name and Address Changes and Compensation -No. 363.pdf (42kb) (2012-06-13)	2012	CPRE
211	Sunset Clause Policy for Preliminary Subdivision Layout Review Letters - Pol-211.pdf (63kb) (2010-05-03)	1992	CPRE
182	Airline Travel Bonus Points - Pol-182.pdf (34kb) (2012-06-15)	1990	HR
253	Use of City-Owned Passenger Vehicles, Personal Vehicles Required for City Business, Casual Personal Vehicle Use for City Business - Pol-253.pdf (78kb) (2010-11-26)	1999	HR
352	Sustainable Municipal Infrastructure - No. 352.pdf (94kb) (2010-03-19)	2010	Infrastructu
117	Public Input - Proposed Public Facilities - Pol-117.pdf (35kb) (2012-06-15)	1977	Infrastructu

300	Neighbourhood Traffic Management - Pol-300.pdf (99kb) (2010-05-05)	2001	Infrastructu
162	Traffic Control - School Zones - Pol-162.pdf (29kb) (2012-08-27)	1980	Infrastructu
216	Traffic Control - Special Events - Pol-216.pdf (38kb) (2012-06-20)	1992	Infrastructu
101	Conversion of Overhead Power Lines - Pol-101.pdf (35kb) (2012-06-15)	2003	Infrastructu
304	Expanding or Adding Properties to Specified Areas - Pol-304.pdf (64kb) (2010-05-05)	2002	Infrastructu
31	Municipal Water Supply Within City Boundaries - Pol-031.pdf (34kb) (2012-06-15)	1976	Infrastructu
293	Sewer Servicing - Non-City Areas - Pol-293.pdf (65kb) (2010-05-05)	2000	Infrastructu
266	Subdivision, Development & Servicing - Approved Products List - Pol-266.pdf (65kb) (2011-04-07)	1999	Infrastructu
292	Utility Services Across Private Property - Pol-292.pdf (64kb) (2010-05-05)	2000	Infrastructu
264	Water Service Connections to Multi-Unit Dwellings - Pol-264.pdf (373kb) (2010-05-04)	1998	Infrastructu
173	Water and Sewer Specified Area No. 1 - Pol-173.pdf (34kb) (2012-06-15)	1975	Infrastructu
174	Water Specified Area No. 1 - Pol-174.pdf (34kb) (2012-06-15)	1975	Infrastructu
181	Frequency of Fire Inspections - Pol-181.pdf (36kb) (2012-06-15)	1990	Strategic
203	Off-Airport Responses by Airport Emergency Services - Pol-203.pdf (81kb) (2012-06-15)	1991	Strategic

Summary of Council Policies:

Human Resources (HR)	2
Strategic Services (Strategic)	2
Communication & Information Services (Communication)	5
Infrastructure	14
Active Living & Culture (Active Living)	17
Civic Operations (CivicOps)	19
Corporate & Protective Services (CAPS)	37
Community Planning & Real Estate (CPRE)	46
Total Number of Policies	142



City of Kelowna
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8500
 kelowna.ca

Council Policy

Council Policy Administration

APPROVED July 15, 2013

Contact Department: Office of the City Clerk

Policy Statement

Council Policies provide Council and the public with a clear communication link as to how Council, through policy, is leading the development of a safe, vibrant and sustainable City.

Purpose

- a. To identify Council policy criteria; and
- b. To establish procedures for the drafting, maintenance and review of Council policies.

Background

The Office of the City Clerk is responsible for drafting, publishing and maintaining policies adopted by Council. These Council Policies mandate various functions of the City and where necessary, establish the procedures by which the functions are performed.

Criteria:

1. Generally, a Council Policy:
 - a. is within Council's jurisdiction;
 - b. conveys a common understanding of Council's direction;
 - c. guides Council decisions to achieve consistent outcomes;
 - d. relates to City programs and/or services;
 - e. responds to local issues and has an impact on the community; and
 - f. includes
 - i. a policy statement;
 - ii. a purpose;
 - iii. a brief background or description of the issue;
 - iv. a procedure for implementation;
 - v. cross-reference to appropriate legislation, bylaw or other legislative authority; and
 - vi. amendment dates
 - vii. contact department information.

Procedure:

1. Council, the City Manager, or Divisional Directors may initiate policy proposals for consideration by Council.
2. Council may, at any time, determine which, if any, policies need to be reviewed, amended or rescinded.
3. The Office of the City Clerk will initiate a formal review of current policies once every Council term.
4. The Office of the City Clerk is responsible for drafting, maintaining and distributing Council policies.
5. Proposed Council policies will follow the established Report to Council process. New or substantive policy draft amendments may be forwarded to a Regular Monday A.M. meeting of Council for review and discussion.
6. All Council Policies are drafted by the Office of the City Clerk, and once approved by Council, are included in a Council Policy Library.
7. The Council Policy Library will be accessible via the City web site.

Amendments:

R477/13/07/15 – Policy approved by Council.



City of Kelowna
1435 Water Street
Kelowna, BC V1Y 1J4
250 469-8500
kelowna.ca

Policy 368

Council Policy

Council Policy Framework

APPROVED July 15, 2013

Contact Department: Office of the City Clerk

Guiding Principle

Good Governance - Council governs through policy to address issues and concerns of the community and communicate priorities of the City of Kelowna.

Purpose

To identify the components of Council's Policy Framework and establish the process for the establishment, management and review of council policy.

Application

Bylaw – an action that generally prohibits, permits or regulates activities is required by legislation to be enacted through a bylaw, and must follow certain statutory conditions for its adoption.

Council Policy - provides common understanding of strategic direction on matters related to governance, programs and services provided by the City of Kelowna and is endorsed through a resolution of Council.

Resolution of Council – is direction provided by Council, typically related to a single event, action or activity, following a motion and positive vote of Council.

Policy Statements:

- Council will, within 180 days of a new term, review their policy framework and provide direction regarding a formal review.
- Council may, at any time, determine which, if any, policies need to be reviewed, amended or rescinded.
- Council or staff through the City Manager may initiate policy proposals for consideration by Council.
- A policy will be consistent with the overall goals of the City and guide Council decisions to achieve consistent outcomes.
- The Office of the City Clerk has primary responsibility for the management of policy and the policy framework and will work with all contact departments to bring new and amended policies to Council for consideration.
- Proposed new council policy, or substantive policy draft amendments will be provided to Council for review and discussion prior to endorsement consideration.
- Once approved by Council, all council policies will be made accessible to the public via www.kelowna.ca , or upon request.
- Each policy originates with a 'Contact Department', whose responsibility includes a periodic review for alignment to current priorities, practice, initiatives, legislation and regulations.

Amendments

Resolution: @/15/05/11

Replacing: R477/13/07/15; R375/10/04/



City of Kelowna
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8500
 kelowna.ca

Council Policy

City Bylaws

APPROVED October 29, 1976

RESOLUTION: **R375/10/04/26** – NO mention of Policy 26 in the April 26, 2010 minutes or report.

REPLACING: **R342/99/04/26**; R-1976/10/29 - Council Policies 6, 25, 26, 124, 164, 171, 211, and 241 be revised as attached to the report dated April 6, 1999 from the Council Policy Review Committee (April 6/99 report not found)

DATE OF LAST REVIEW: April 2010

The responsibility of the preparation and drafting of all City bylaws is to be that of the City Clerk. Any departments requiring a bylaw for any purpose shall provide, in point form, the general bylaw requirements after which the City Clerk will prepare the bylaw, if necessary in consultation with a solicitor.

REASON FOR POLICY

To identify responsibility for bylaw preparation.

LEGISLATIVE AUTHORITY

Council Resolution.

PROCEDURE FOR IMPLEMENTATION

As noted in the policy.

Report to Council



Date: May 20, 2015
File: 0220-01
To: City Manager
From: Genelle Davidson, Financial Services Director
Subject: Principles and Strategies for Financial Sustainability

Recommendation:

That Council receives for information and discussion the draft Principles and Strategies for Financial Sustainability;

AND THAT Council direct staff to report back at a future open AM Council meeting with finalized Principles and Strategies for Financial Sustainability.

Purpose:

To align the corporate framework, Council priorities, and Community's overarching values with financial principles and strategies.

Background:

Strong financial management is one of the primary goals of the City of Kelowna. The City is facing new economic and growth realities and it is incumbent on the leadership to ensure alignment of the financial principles and strategies thereby ensuring that the City is resilient and sustainable.

Staff met with Council last fall and then again in March to introduce the concept and process to build a sustainable financial model. The City has a good set of policies and practices in place however it is timely to update these to ensure they are meeting the long term needs of the community. Consideration of the new realities of 2015 and beyond will keep the City on target to be a financially sustainable government that provides valuable services to the residents.

It is important that Council and City leadership be aware of, and adheres to the City's core principles and financial strategies. The outcome of this series of workshops will provide the City with a documented financial strategy leading us into the future.

Internal Circulation:

**Divisional Director Infrastructure; Divisional Director Corporate & Protective Services;
Summer Effray, Communications**

Considerations not applicable to this report:

Financial/Budgetary Considerations:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

Personnel Implications:

External Agency/Public Comments:

Communications Comments:

Alternate Recommendation:

Submitted by:

G. Davidson, Financial Services Director

Approved for inclusion:



Rob Mayne, Div. Director Corporate & Protective Services

PRINCIPLES & STRATEGIES FOR FINANCIAL SUSTAINABILITY



John Weninger P.Eng., MBA
Scott Shepard BA, ASCT

URBAN
systems

WORKSHOP OBJECTIVE

To receive Council's input and direction on the draft financial principles and strategies

PROJECT RATIONALE

- ▶ Strong financial management is one of the primary goals of the City
- ▶ The City faces new economic and growth realities
- ▶ Council and staff are responsible to ensure that the City is in a good financial position to meet the needs of the community, now and in the future
- ▶ Formalize principles and strategies into one document to guide Council and staff in making financially sustainable decisions
- ▶ Align the corporate framework, council priorities, community's overarching values with financial principles and strategies

DEFINITION OF FINANCIAL SUSTAINABILITY

A financially sustainable government provides valuable services to residents within available means while proactively taking measures to build and preserve services in the long run

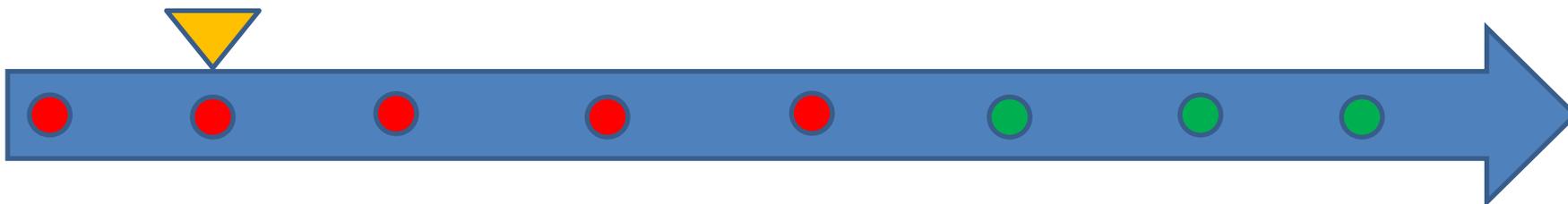
LOOKING FORWARD

April/May 2015
Meetings with Staff

June 2015
Draft Principles and Strategies Document

July 2015
Finalize Principles and Strategies Document

2016
Develop Performance Measures



May 25th
Council Workshop #1

June 22nd
Council Workshop #2

Fall 2015
Develop Policies

2016 and Beyond
Build Plans



This Project

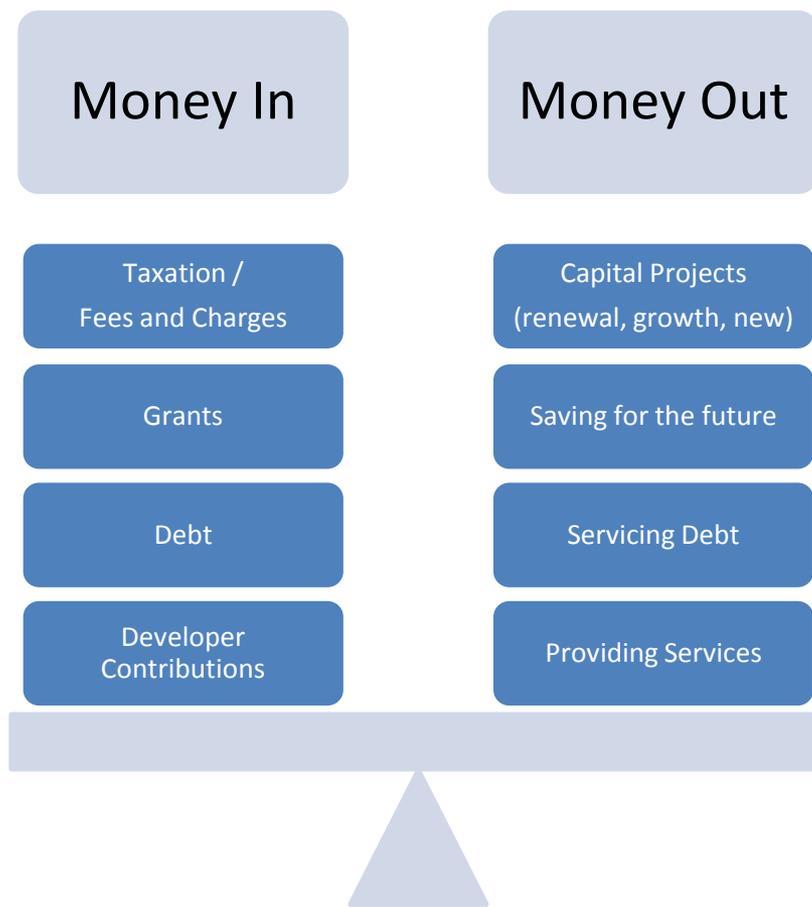
FRAMEWORK



PRINCIPLES OF FINANCIAL SUSTAINABILITY

- ▶ **Balanced** - Service levels are adequate and affordable
- ▶ **Sufficient** - Revenues and expenses support the community's service levels and long term goals
- ▶ **Pragmatic** - Financial decisions take measured risks while ensuring adequate service levels are protected
- ▶ **Flexible** - Financial policies allow for opportunities and changing circumstances
- ▶ **Transparent** - Financial strategies, plans and processes are accessible and visible

THE FINANCIAL BALANCE



STRATEGIES FOR FINANCIAL SUSTAINABILITY

TAXATION

Objective: To ensure property taxes are sufficient to meet the community's short and long-term needs

1. Property taxes will be sufficient and kept as stable as possible
2. Property taxes will be competitive with similar communities
3. Property tax increases will be balanced among classes
4. Property tax information will be transparent and easy to understand

USER FEES AND CHARGES

Objective: To ensure user fees and charges are sufficient to meet the community's needs and reflect the true cost of service.

1. Everyone pays a fair amount for the services they receive
2. Services are reasonably accessible by all citizens
3. User fees will be transparent and easy to understand

RESERVE AND SURPLUS FUNDS

Objective: To maintain sufficient reserves so the City has the flexibility to respond to opportunities, and maintain or improve levels of service

1. The purpose of each reserve will be documented and reviewed periodically
2. On-going operating requests will not be funded from reserves
3. Accumulated surplus will only be used as an emergency funding source

DEBT

Objective: To ensure debt financing is used strategically to maintain the City's financial sustainability

1. General fund debt servicing costs will be maintained at or below a targeted level of annual taxation demand
2. Preserve the City's debt capacity by limiting the use of debt to fund only one time major capital projects
3. If possible, pay down debt earlier when beneficial
4. Financing for less than a five year term will be completed through internal financing

GRANTS

Objective: To pragmatically leverage grant opportunities

1. Grants will only be pursued for community priority projects
2. Grant funding will not increase the scope of a project without Council endorsement
3. Project funding must be sufficient without conditional grants
4. Long-term financial planning will rely on unconditional grant opportunities only

DEVELOPMENT FINANCING

Objective: To ensure growth helps to pay for the demand it creates and does not impose a financial burden on Kelowna taxpayers.

1. Ensure developers pay their fair share for growth related infrastructure through DCC's and other tools
2. Where appropriate, taxation funding can be used to provide additional capacity over and above the current OCP horizon

ASSET RENEWAL AND REPLACEMENT

Objective: To proactively manage and re-invest in City assets to meet service level needs for current and future generations.

1. Invest in existing infrastructure renewal in accordance with the long term capital plan
2. Balance funding for asset renewal against service levels and risk tolerance
3. Lifecycle costs should be managed through preventative maintenance and renewal strategies

NEW CAPITAL PROJECTS

Objective: To ensure new capital projects are financially sustainable and aligned with community priorities.

1. Prioritize new capital projects based on the multiple bottom line assessment and life cycle cost implications
2. Emergent opportunities are evaluated against existing priorities
3. New capital investment is to follow the long term capital plan
4. The decision making process for new capital is transparent and clearly communicated to Council, administration, and the community

OPERATING

Objective: To ensure operations receive sufficient financial support to provide programs and services to residents

1. Services will be reviewed periodically to ensure alignment with the community's needs
2. The true cost of service is understood by Council and administration and the community receives good value for services
3. Future changes in operating costs will be considered in long term capital and financial planning
4. On-going operating activities will only be funded through taxes, fees and charges

PARTNERSHIPS

Objective: To build community capacity and connections and leverage resources to provide more and better services

1. Pragmatically partner with other entities to deliver community services and amenities
2. Explore access to new sources of capital
3. Leverage existing assets to attract private sector involvement
4. Leverage the expertise of outside partners

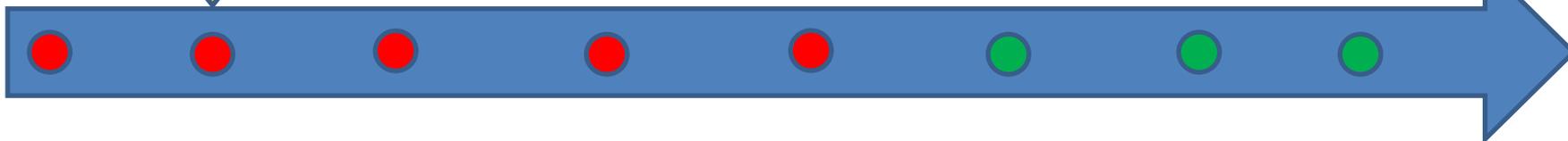
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QUESTIONS