



City of Kelowna  
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# Council Policy

## Processing of City Lease or Contract Documents

APPROVED May 11, 1976

RESOLUTION: R375/10/04/26

REPLACING: R1000/00/12/18; R892/1999/11/01; R-1976/05/11 and Council Policy #79

DATE OF LAST REVIEW: April 2010

1. Department Heads are to process all proposed City lease or contract documents and any relative plans or attachments to the City Clerk's office for final review and processing for Council consideration. The City's Risk Manager shall be responsible for reviewing these documents to ensure that the City's liability/insurance needs are met. The City Clerk shall be responsible for reviewing these documents to ensure that they conform and include the appropriate standard provisions as may be established from time to time.
2. All proposed leases and agreements, except month to month tenancies, shall be presented to the Municipal Council for their consideration prior to execution. The City Clerk shall ensure that all approved legal documents are properly executed after which the originals shall be placed in the vault in the Clerk's Department for future reference.
3. That approval of all documents necessary to complete a lease agreement and/or subsequent renewals in the City of Kelowna Standard Lease Agreement format for all existing nominal rent assigned to the City of Kelowna Property Manager.

That the Mayor and City Clerk be authorized, on behalf of the City, to execute all necessary documents that have been approved by the City of Kelowna Property Manager.

Any new Non-Market leases require Council approval.

### **REASON FOR POLICY**

To establish a policy for processing lease agreements/contract documents and execution of non-market rent leases.

### **LEGISLATIVE AUTHORITY**

Council Resolution.

### **PROCEDURE FOR IMPLEMENTATION**

As outlined in this policy.