



City of Kelowna  
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Policy 368

# Council Policy

Council Policy Framework

APPROVED July 15, 2013

Contact Department: Office of the City Clerk

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## **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- Council may, at any time, determine which, if any, policies need to be reviewed, amended or rescinded.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](http://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: R382/15/05/25 – reworded and named previous policy "Council Policy Administration Policy No. 368"

Replacing: R477/13/07/15; R375/10/04/26