

# Report to Council



**Date:** June 16, 2025  
**To:** Council  
**From:** City Manager  
**Subject:** Review of Council Policies for Rescindment & Update Freedom of Information and Protection of Privacy Bylaw No. 9682  
**Department:** Office of the City Clerk

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## Recommendation:

THAT Council receives, for information, the report from the Office of the City Clerk dated June 16, 2025 respecting rescindment of Council policies and the Freedom of Information and Protection of Privacy Bylaw No. 9682;

AND THAT Council Policies 3, 25, 32, 40, 71, 117, 138, 176, 185, 190, 198, 206, 210, 211, 224, 227, 234, 238, 239, 249, 257, 260, 278, 290, 297, 314, 330, 341, 350, 351, and 360 be rescinded;

AND FURTHER THAT Bylaw No. 12800 being Amendment No. 1 to Freedom of Information and Protection of Privacy Bylaw No. 9682 be advanced for reading consideration.

## Purpose:

To rescind Council policies that are identified as obsolete or unnecessary and to amend the Freedom of Information and Protection of Privacy Bylaw No. 9682.

## Background:

Council policies play an important role in promoting good governance and guiding the delivery of the City's programs and services to the residents of Kelowna. On May 5, 2025, Council updated Council Policy No. 368 Council Policy Framework, which sets out the framework for the establishment, management and review of Council policies. In addition to revising the framework, Council adopted the following partial resolution:

### *Previous Council Resolution*

| Partial Council Resolution  | Date                        |
|---|-----------------------------|
| AND FURTHER THAT Council direct staff to conduct a review of all Council policies and bring forward for rescission consideration all policies that are identified as obsolete or unnecessary. | <a href="#">May 5, 2025</a> |

### Discussion:

Staff have completed a review of all Council policies and identified 31 policies that have become obsolete, unnecessary, ineffective, contrary to other policies, bylaws and legislation, or are otherwise of minimal value. These low-value policies currently comprise 25% of the 123 existing Council policies. Rescinding these policies now will enable departments to focus their efforts on higher-value policies during future policy reviews. The identified Council policies are as follows:

- [Council Policy No. 3](#) Agricultural Land Reserve (A.L.R.) Referrals
- [Council Policy No. 25](#) City Manager's Attendance at Meetings of the Council
- [Council Policy No. 32](#) City of Kelowna Lapel Pins
- [Council Policy No. 40](#) Controlled Access
- [Council Policy No. 71](#) Kelowna Coat of Arms/Armorial Bearings
- [Council Policy No. 117](#) Public Input - Proposed Public Infrastructure
- [Council Policy No. 138](#) Posting of Notices on Notice Boards at City Hall
- [Council Policy No. 176](#) Wedding Ceremonies - Kasugai Gardens
- [Council Policy No. 185](#) Glenmore Road – Access/Lot Orientation
- [Council Policy No. 190](#) Healthy Community
- [Council Policy No. 198](#) Recreation Trails - Perimeters of Golf Courses
- [Council Policy No. 206](#) Preservation of Bellevue (Sawmill) Creek Corridor and Crawford Falls
- [Council Policy No. 210](#) Professional Prize Fighting Events in Municipal Facilities
- [Council Policy No. 211](#) Sunset Clause Policy for Preliminary Subdivision Layout Review Letters
- [Council Policy No. 224](#) User Fees - Building and Permitting Branch
- [Council Policy No. 227](#) Business License Applications - Adult Video Outlets
- [Council Policy No. 234](#) Found Money Turned over to R.C.M. Police
- [Council Policy No. 238](#) Heritage Designation Waiver of Compensation Agreements
- [Council Policy No. 239](#) Letters of Appreciation - Council Appointed Committees
- [Council Policy No. 249](#) Development Permit - Recycling Depot
- [Council Policy No. 257](#) Seeking of Public Input - Sign Bylaw Changes
- [Council Policy No. 260](#) Prohibited Trees/Shrubs - Eradication of Codling Moth
- [Council Policy No. 278](#) Knox Mountain Park Road
- [Council Policy No. 290](#) Lapsed Development Permits
- [Council Policy No. 297](#) Section 4 Roads
- [Council Policy No. 314](#) Parking Credits for Mixed Use Developments within the Downtown Urban Centre
- [Council Policy No. 330](#) Unclaimed Funds on Recreation Customer Accounts
- [Council Policy No. 341](#) Accessibility Measures for Hotels and Motels
- [Council Policy No. 350](#) Volunteer Appreciation
- [Council Policy No. 351](#) Senior Government Referral Policy
- [Council Policy No. 360](#) Social Policies

### Bylaw Amendment

The *Freedom of Information and Protection of Privacy Act* serves two primary purposes: to enhance public accountability and protect personal privacy. To ensure compliance with the Act, the City must designate a Head (as defined by the Act) to be responsible for making decisions, such as responding to record access requests and ensuring personal information is collected, used, and disclosed in accordance with the Act. The City's Freedom of Information and Protection of Privacy Bylaw No. 9682 designates the City Clerk and the Deputy City Clerk as the Head and delegates other positions to

perform the duties and functions of the Head. Updates to the delegated positions may occur from time to time.

The Freedom of Information and Protection of Privacy Bylaw No. 9682 is proposed to be amended to update the position titles of those City positions designated to perform the duties and functions of the Head. There is no proposed change to the positions designated as the Head; this responsibility will remain with the City Clerk and Deputy City Clerk.

**Conclusion:**

Prepared for Council's consideration is a list of low-value policies for rescission, in addition to an administrative update to the Freedom of Information and Protection of Privacy Bylaw No. 9682 reflecting current staff position titles.

**Internal Circulation:**

Building and Business Services  
 Communications  
 Community Safety Services  
 Development Planning  
 Executive Office  
 Infrastructure Operations  
 Long Range Planning  
 Sport & Event Services  
 Utility Services

**Considerations applicable to this report:**

***Existing Policy:***

[Council Policy No. 368 Council Policy Framework](#)

**Considerations not applicable to this report:**

***Legal/Statutory Authority:***

***Legal/Statutory Procedural Requirements:***

***Financial/Budgetary Considerations:***

***Consultation and Engagement:***

***Communications Comments:***

Submitted by:

J. Taylor, Policy Analyst

**Approved for inclusion:** L. Bentley, City Clerk