



THE CORPORATION OF THE CITY OF VERNON

3400 – 30th Street, Vernon, B.C. V1T 5E6
Telephone: (250) 545-1361 Fax: (250) 545-4048

website: www.vernon.ca

Corporate Policy Manual

Section:		
Sub-Section:		
Title:	Change In Council Direction	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: <i>"Wayne McGrath"</i>	Amendment Approved by:	
Mayor:	Mayor:	
Date:	Date:	
June 7, 1999		

POLICY

To provide Council with the necessary information and implications of a major change in direction to facilitate decision-making whether to follow an alternate course of action.

DEFINITIONS

PROCEDURES

A major change in Council direction shall be referred to the appropriate department(s) for review and to provide a report to Council.

The City Treasurer shall be requested to comment on the financial implications that may arise from such a change.



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Section:		
Sub-Section:		
Title:	Records – Council Access	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by:	Amendment Approved by:	
Mayor		
Date:	Date:	
June 7, 1999		

POLICY

To provide direction for both staff and Council with regard to the release of information to Council.

DEFINITIONS

PROCEDURES

Subject to the provisions of the *Freedom of Information & Protection of Privacy Act*, records shall be available for review upon request from a member of Council to a Department Head.

Records shall not be removed from the City Hall premises by Council members.



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Section:		
Sub-Section:		
Title:	Tours of City Facilities	

RELATED POLICIES

Number	Title

APPROVALS

POLICY APPROVAL:	AMENDMENT APPROVAL:	SECTION AMENDED
Approved by: "Wayne McGrath"	Amendment Approved by:	
Mayor	Date:	
Date: June 7, 1999		

POLICY

Tours are to be arranged so as to cause the least disruption to the operational area of the requested tour. The tour is to be approved by the City Administrator who will consult with the appropriate Department Head to establish a suitable tour time and date as to meet the objectives of both the City and the tour group.

DEFINITIONS

PROCEDURES

Tours of City facilities shall be held on regular working days. Tours may be arranged at times outside regular working days upon submission to and approval of the City Administrator.