

Subject: Council Policy Review

APPROVALS:

Annette Antoniak

Director

Chief Administrative Officer

Recommended Motion:

1. THAT the following Council policies be rescinded:
 - SER-040 – Local Improvement
 - PRL-030 – Hosting
 - ADM-130 – City Signature
 - ADM-670 – Document Preparation
 - PUR-070 – Equipment and Dump Truck Rentals
 - FIN-080 – Budget Transfer Appropriation
 - PRL-080 – Volunteer
 - PRL-140 - Alliance
2. THAT the following Council policies be updated to reflect current organizational structure and nomenclature, and approved for a further period of three years:
 - ADM-250 – Land Acquisition Policy
 - LEG-180 – Attendance at Political Fundraising Events and Other Events
 - FIN-230 – Taxable Benefits
3. THAT the following Council policies be replaced with and are immediately rescinded upon approval of the Administrative Directive:
 - HRM-550 – Exempt Performance Management
 - HRM-620 – Exempt Severance
 - HRM-540 – Learning Development & Training
 - HRM-510 – Municipally Funded Commuting
 - HRM-670 – Overtime during an Extraordinary Event
 - HRM-570 – Transitional and Temporary Housing
 - SER-060 - Engineering Servicing Standards

Summary and Background:

Administration has undertaken a comprehensive review of existing Council Policies and found that a significant number are obsolete, no longer required, or require significant

update. It is further noted that a large number of Council Policies also fall within the range of authority granted to the CAO through the *Municipal Government Act* and by Council through the *CAO Bylaw* the CAO's authority.

A Council Policy should provide a high overall plan which embraces general goals and acceptable procedures. It is a governance tool intended to enable both Council and Administration to make consistent, uniform and predictable decisions. The Policy provides direction and guidance to the CAO, who is then responsible for ensuring that appropriate practices, processes and measures are in place to ensure that the Policy direction is achieved. A Council Policy is, in essence, the "what", and an Administrative Procedure is the "how".

The need to maintain current, realistic policy documents is critical as outdated policies or failure to adhere to existing policies becomes a liability to the organization and creates significant risk for the Municipality. There are presently 48 Council policies, with 10 being current, 20 under active review or scheduled for review in 2019 and 3 requiring only minor update and renewal. Of the remaining 15 Council Policies, 8 are deemed obsolete, and 7 fall into administrative areas which are within the CAO's authority.

Rationale for Recommendation:

To ensure that all Council Policies are current, Administration is recommending that all obsolete policies be immediately rescinded and that those which fall within the CAO's authority be rescinded as a Council Policy and replaced with an Administrative Directive. Administration further recommends that those Council Policies which require only very minor updates to reflect changes in nomenclature and organizational structure, be modified and approved for a further 3-year period.

All other Council Policies that are due or past due for review will be updated and brought forward for consideration throughout 2019.

Strategic Priorities:

Responsible Government

Attachments:

- 1. Policy Review**
- 2. Local Improvement Policy SER-040**
- 3. Hosting Policy PRL-030**
- 4. City Signature Policy ADM-130**
- 5. Document Preparation Policy ADM-120**
- 6. Equipment and Dump Truck Rentals Policy PUR-070**

- 7. Budget Transfer Appropriation Policy FIN-060**
- 8. Volunteer Policy PRL-080**
- 9. Alliance Policy PRL-140**
- 10. Land Acquisition Policy ADM-250**
- 11. Attendance at Political Fundraising Events and Other Events Policy LEG-180**
- 12. Taxable Benefits Policy FIN-250**