

REPORT

Council

Meeting Date: January 31, 2022

FROM: Clerk's Department

DATE: January 18, 2022

SUBJECT: Corporate Policy Update – January 31, 2022

LOCATION: Town-wide

WARD: Town-wide

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RECOMMENDATION:

1. That updated Elections Policy E-ELE-001 and related procedures be approved:
 - a. Use of Corporate Resources during a Municipal Election Procedure E-ELE-001-001;
 - b. Notice of Close Vote Procedure E-ELE-001-002; and
 - c. Council Vacancies Procedure E-ELE-001-003.
2. That updated Council Remuneration, Resources and Expenses Policy G-GEN-005 and related Council Remuneration, Allowances, Benefits, Expenses, Conferences and Seminars Procedure G-GEN-005-001 be approved.
3. That the updated Council Code of Conduct G-GEN-006 be approved.
4. That updated Employee Fitness Program Procedure HR-MNG-002-005 be received.
5. That updated Occupational Health, Safety and Workplace Violence Policy HR-MNG-005 be approved, and that related updated Workplace Violence Procedure HR-MNG-005-002 be received.
6. That updated Harbour Services Policy MS-HAR-001 be approved, and related procedures be received:
 - a. Harbour Operations - Payment and Refund Procedure MS-HAR-001-001
 - b. Harbour Operations - Change or Transfer of Vessel Procedure MS-HAR-001-002
7. That updated Flag Protocol Procedure MS-SPR-002-001 be received.
8. That the existing rates and fees for Harbour Operations, as listed in the report from the Clerk's department, dated January 18, 2022 be approved, effective immediately, and such fees be included the 2022 Rates and Fees schedules.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The corporate policy and procedure review is an ongoing process facilitated by the Clerk's department to assist departments in bringing policies forward for Council review as part of Council's governance initiatives.
- All policies and procedures listed in this report have been reviewed by the Policy Review Administration Group.
- Unless otherwise noted, updated policies and procedures included in the appendices of this report have tracked changes in order to easily identify updates made.

BACKGROUND:

In accordance with Council direction from December 19, 2005 and as part of the ongoing policy and procedure review, staff continue to present reports to introduce new policies, update and reconfirm current policies, and recommend the replacement or rescinding of former policies. Current policies and procedures are reviewed in accordance with established review periods and updates are provided to Council, as required. All policies are submitted to Council for approval. With the exception of those procedures relating specifically to Council and requiring its approval, procedures are submitted for receipt to enable revisions to be implemented as required, to address program changes or administrative requirements.

This report addresses the policies and procedures which have been addressed by the Policy Review Administration Group since the last report to Council in September 2021. All departments are continuing to address policy requirements. Future policy reports will be coordinated through the Clerk's department or submitted departmentally, as required.

COMMENT/OPTIONS:

Elections

Election policy E-ELE-001 has been reviewed in accordance with established review periods. No significant changes have been made.

Use of Corporate Resources during a Municipal Election Procedure E-ELE-001-001 has been reviewed and updated. Necessary department consultation occurred in reviewing proposed updates to this procedure, including Human Resources, Municipal Enforcement Services, I.T.S., Facilities and Construction Management, and Recreation & Culture. Updates have been made to the procedure to provide clarity into the use of town owned versus personal photographs and videos, use of corporate branding, and facility booking agreements. In addition, a definition of

political advertising has been included to align with changes made to the *Elections Finance Act*.

Notice of Close Vote Procedure E-ELE-001-002 has been reviewed in accordance with established review periods. No changes are proposed to the procedure.

Council Vacancies Procedure E-ELE-001-003 has been reviewed and updates have been made to align with the operational practices as well as incorporate changes made to the *Municipal Elections Act, 1996, as amended*.

Governance

General

The Council Remuneration, Resources and Expenses Policy G-GEN-005 and related Council Remuneration, Allowances, Benefits, Expenses, Conferences and Seminars Procedure G-GEN-005-001 have been reviewed in accordance with established review periods and changes are proposed to the procedure only. Proposed updates primarily deal with the provision of office equipment and technology for Council, to clearly identify ownership of IT assets distributed to the Mayor and Members of Council. Should Council approve the proposed update, the current policy shall remain in place until the 2022-2026 term of Council takes office (November 2022). Changes are also proposed to align reimbursement procedures with the town's current practices.

Minor updates have been made to the Council Code of Conduct G-GEN-006 to ensure alignment with the updates made to the town's Use of Corporate Resources during a Municipal Election Procedure with respect to use of town facilities for election campaign purposes.

Human Resources

Manage

Updates have been made to the Employee Fitness Procedure HR-MNG-002-005 to reflect operational changes and align the procedure to current administrative processes.

The Occupational Health, Safety and Workplace Violence policy HR-MNG-005 and related Workplace Violence procedure HR-MNG-005-002 has been reviewed in accordance with legislated annual review requirements and minor updates have been made.

Municipal Services

Harbours

The Harbour Services Policy MS-HAR-001 has been reviewed in accordance with established review by periods and no updates are proposed. Updates have been made to the Harbour Operations - Payment and Refund Procedure MS-HAR-001-001 to reflect current administrative practices as it relates to refunding and pro-rating of fees. A minor update has been made to the Harbour Operations - Change or Transfer of Vessel Procedure MS-HAR-001-002 to reference the changes made to the Payment and Refund Procedure.

As a result of proposed updates to the Harbour Operations – Payment and Refund Procedure, staff recommend Council approve an amendment to the 2022 Rates and Fees schedules to include the harbours non-refundable deposit and tenancy fee, as listed below:

Department: Parks and Open Space

Key Business: Harbours

Service Area: Various

Service Provided	Unit of measure	Proposed Base Fee	HST \$	Fee (tax included)
Non-refundable deposit	each	\$250.00	N	250.00
Tenancy fee	Mooring rate x 1% x # of days leased	-	Y	-

Recognition

The Flag Protocol Procedure MS-SPR-002-001 has been reviewed and updates have been made. Tracked changes have been removed to allow for better readability. The structure of the procedure has been altered to better differentiate the responsibilities and guidelines for courtesy pole requests and half-masting of flags. Language has been inserted to provide more clarity surrounding multiple requests received. There has been a transfer in responsibility for notification of half-masting from Facilities and Construction Management department to the Town Clerk. Multiple departments were consulted in the review and update of this procedure, to ensure changes reflect operational practices.

CONSIDERATIONS:

(A) PUBLIC

Corporate policies and related procedures are posted to the town website for public information. Public notification is issued prior to Council's consideration of policies and procedures having a direct impact on the public.

(B) FINANCIAL

There are no financial considerations with respect to the consideration of policies and procedures. The administration of procedures which relate to financial matters, grants and financial incentives will be subject to annual budget approval.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Corporate policies and procedures impact all members of Council and staff. Departments are continuing to review existing policies within their departments to ensure, where applicable, that a corporate view is presented in all new or revised policies and procedures.

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:
Be accountable in everything we do and continuously improve our programs and services. The established corporate policy process helps to outline corporate responsibilities, promote consistency, minimize inefficiencies and provide proper controls and compliance.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change.

APPENDICES:

Appendix A – Elections Policy and related procedures

Appendix B – Council Remuneration, Resources and Expenses Policy and related procedure

Appendix C – Council Code of Conduct

Appendix D – Employee Fitness Program Procedure

Appendix E – Occupational Health, Safety and Workplace Violence Policy and related Workplace Violence Procedure

Appendix F – Harbour Services Policy and related procedures

Appendix G – Flag Protocol Procedure

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