



## REPORT

### Council

**Meeting Date: July 12, 2022**

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**FROM:** Clerk's Department

**DATE:** June 28, 2022

**SUBJECT:** Corporate Policy Update Report

**LOCATION:** Town wide

**WARD:** Town-wide

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#### **RECOMMENDATION:**

1. That updates to the Boards, Committees, Agencies, Associations and Community Group Policy G-BRD-002 be approved and that the related procedures be approved:
  - a. Creation, Amendment, Dissolution of Boards and Committees G-BRD-002-001;
  - b. Council Appointment to Internal Boards and Committees G-BRD-002-002;
  - c. Council Appointment to External Boards, Committees, Agencies, and Associations G-BRD-002-003; and
  - d. Citizen Appointments to Advisory Boards and Committees G-BRD-002-004.
2. That updates to the Record of Council and Committee Proceedings Procedure G-GEN-004-004 be approved.

#### **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 to easily identify updates.

**BACKGROUND:**

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 May 2022. 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:**

Governance

*Boards, Committees et al.*

Boards, Committees, Agencies, Associations and Community Group Policy (G-BRD-002) and related procedures have been reviewed in accordance with established review periods. Updates have been made to the Creation, Amendment, Dissolution of Boards and Committees Procedure (G-BRD-002-001) to update current meeting structure, clarify requirements for new committees, and reflect current processes.

Updates have been made to the Council Appointment to Internal Boards and Committees Procedure (G-BRD-002-002) and Council Appointment to External Boards, Committees, Agencies, and Associations Procedure (G-BRD-002-003) to update current meeting structure, reflect current processes, and better identify internal and external boards, committees, agencies, and associations.

Minor updates have been made to the Citizen Appointments to Advisory Boards and Committees Procedure (G-BRD-002-004) with respect to terms of appointment and to reflect current process.

*General*

Minor updates have been made to the Record of Council and Committee Proceedings Procedure G-GEN-004-004 to reflect current process.

**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, maximize efficiencies and provide proper controls and compliance.

**(E) CLIMATE CHANGE/ACTION**

This matter does not impact climate change.

**APPENDICES:**

Appendix A – Boards, Committees, Agencies, Associations and Community Group

Appendix B – Creation, Amendment, Dissolution of Boards and Committees

Appendix C – Council Appointment to Internal Boards and Committees

Appendix D – Council Appointment to External Boards, Committees, Agencies, Associations

Appendix E – Citizen Appointments to Advisory Boards and Committees

Appendix F – Record of Council and Committee Proceedings Procedure

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