

## REPORT

### Council

**Meeting Date: May 25, 2021**

---

**FROM:** Clerk's Department

**DATE:** May 11, 2021

**SUBJECT:** Corporate Policy Update Report – May 25, 2021

**LOCATION:** Town wide

**WARD:** Town-wide

Page 1

---

#### **RECOMMENDATION:**

1. That updated Public Listing of Residents and Community Associations Policy (G-BRD-001) be approved and related Public Listing of Residents and Community Associations Procedure (G-BRD-001-001) be received.
2. That updated Access to Records and Information Policy (G-GEN-004) be approved and related Access to Records Procedure (G-GEN-004-001) be received.
3. That updated Elected Officials Records Procedure (G-GEN-004-005) 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.
- 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 March 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:**

Administration

#### *Business Management*

*Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure* requires that municipalities include a climate change strategy/commitment in their asset management planning. The update made to the town's Asset Management Policy A-BMG-004 to meet this requirement is included in a separate report to Council (May 25, 2021) from the Asset Management department.

Governance

#### *Boards, Committees et al*

Public Listing of Residents and Community Associations Policy (G-BRD-001) and related Public Listing of Residents and Community Associations Procedure (G-BRD-001-001) have been reviewed in accordance with established review requirements. Minor administrative updates have been made to the policy.

#### *General*

Access to Records and Information Policy (G-GEN-004) and related Access to Records Procedure (G-GEN-004-001) have been reviewed in accordance with established review requirements. Minor administrative updates have been made to the procedure.

Elected Officials Records Procedure (G-GEN-004-005) has been reviewed in accordance with established review requirements. An update has been made to the procedure to clarify responsibility with respect to corporate records.

**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 – Public Listing of Residents and Community Associations Policy  
Appendix B – Public Listing of Residents and Community Associations Procedure  
Appendix C – Access to Records and Information Policy  
Appendix D – Access to Records Procedure  
Appendix E – Elected Officials Records Procedure

Prepared by:

Andrea Coyne, Manager, Elections, Policy, Print Services

Submitted by:

Vicki Tytaneck, Town Clerk