



REPORT

Council

Meeting Date: April 24, 2023

FROM: Clerk's Department

DATE: April 11, 2023

SUBJECT: Corporate Policy Update

WARD: Town-wide

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RECOMMENDATION:

1. That the Delegation of Municipal Powers and Duties Policy be approved.
2. That the Cemetery Services Policy be approved, and that updates to the related procedures be received:
 - a. Cemetery Operations - Exchange of Interment Rights Procedure;
 - b. Cemetery Operations - Payment Procedure; and
 - c. Cemetery Operations - Transfer of Interment Rights Procedure.
3. That the existing rates and fees for Cemetery Operations, as listed in the report from the Clerk's department, dated April 11, 2023, be approved, effective immediately, and such fees be included the 2023 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 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. Except for 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 January 2023. 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

General

Delegation of Municipal Powers and Duties Policy (G-GEN-010) was reviewed in accordance with established review by periods and no significant updates are proposed. This review is in alignment with a proposed new Delegation of Municipal Powers and Duties By-law, being presented to Council for approval at the meeting of April 24, 2023.

Municipal Services

Cemetery Services

Cemetery Services Policy (MS-CEM-001) and related procedures - Exchange of Interment Rights (MS-CEM-001-001) and Transfer of Interment Rights (MS-CEM-001-003) have been reviewed in accordance with established review by periods. No significant updates are required.

Updates have been made to the Cemetery Operations - Payment Procedure (MS-CEM-001-002) to align with the town's annual rates and fees with respect to the interest rate charged to any overdue accounts. To remain consistent with town practices, staff recommend Council approve an amendment to the 2023 Rates and Fees schedules to include Cemetery Operations administration fee for contract cancellations, as listed below:

Department: Parks and Open Space

Key Business: Cemetery Services

Service Area: Various

Service Provided	Unit of measure	Proposed Base Fee	HST \$	Fee (tax included)
Administration fee	each	200.00	13%	226.00

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 – Delegation of Municipal Powers & Duties Policy

Appendix B – Cemetery Services Policy

Appendix C – Cemetery Operations - Exchange of Interment Rights Procedure

Appendix D – Cemetery Operations - Payment Procedure

Appendix E – Cemetery Operations - Transfer of Interment Rights Procedure

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