



OAKVILLE

REPORT

Council

Meeting Date: June 19, 2023

FROM: Clerk's Department

DATE: June 6, 2023

SUBJECT: Corporate Policy Update

WARD: Town-wide

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RECOMMENDATION:

1. That the current Council Appointment to Internal Boards and Committees Procedure be received.
2. That updates to the Vacation Entitlement Procedure be received.

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.

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 April 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

Boards and Committees

Councillors are appointed to various committees and boards annually and/or for the term of Council. The Council Appointment to Internal Boards and Committees Procedure (G-BRD-002-002) establishes the appointment process and is attached as Appendix A.

In July, 2022, Council approved updates to the above noted procedure to reflect the current meeting structure, the current processes, and better identify internal boards, committees and associations that had changed since the last version.

At the Council Meeting of December 19, 2022, a request for report was introduced by Councillor's Duddeck and Chisholm, requesting staff review the Council Appointment to Internal Boards and Committees Procedure and report back on options to improve the selection process.

The first request was to provide opportunities to self-nominate for a placement on a committee. This is provided for in the current policy as follows:

Appointment to internal committee(s)

1. Members of Council will be given the opportunity to serve on internal committee(s) of their choice by self nomination.

The second request was that the selections of each Councillor be shared with every member of council by way of a chart. The current policy states:

2. The Mayor shall poll Members of Council to state their preferences for appointments to internal committee(s), as required, in order of priority.
3. The Mayor will present a report to Council outlining the various internal committees and preferences of individual Members of Council.

Optionally, Council could amend the policy to have the the preferences, by way of a chart, provided directly to Council as part of the information attached to the Mayor's report. This option is similar to the previous procedure.

Should Council wish to add this option to the procedure, staff would amend the procedure as directed by Council and report back to a future meeting.

The third request was that consideration be given to a maximum term of representation on a given committee. This is provided for in the current policy as follows:

Terms of Appointment

1. Appointment of Members of Council to committees listed in Appendix A shall be for one (1) year up to a maximum of two (2) consecutive years, when required, to accommodate where appropriate for the following:
 - a) The rotation of Council representation on such committees;
 - b) An equal opportunity for all Members; and
 - c) A balanced representation.

The maximum term does not apply where there are no interests in appointment from other Members of Council.

The fourth request was that consideration be given to implementing a maximum and minimum of council appointments (to provide equal opportunity for all Councillors to serve on a particular committee). This is addressed in the current policy under the 'Terms of Appointment' noted above.

Manage – Vacation Entitlement Procedure

Updates to the Vacation Entitlement Procedure (HR-MNG-001-002) for non-union staff have been made to ensure the town remains competitive to attract and retain staff in addition to positively impacting our employees' mental health, work-life balance. Changes have been made to shorten the time it takes to get to the next vacation entitlements. These changes are all effective in 2023.

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 – Council Appointment to Internal Boards and Committees Procedure

Appendix B – Vacation Entitlement Procedure

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