



OAKVILLE

## REPORT

### Council

Meeting Date: June 21, 2021

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**FROM:** Clerk's Department

**DATE:** June 8, 2021

**SUBJECT:** Corporate Policy Update

**LOCATION:** Town-wide

**WARD:** Town-wide

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#### RECOMMENDATION:

1. That Funded and Community Partners Policy G-BRD-003 be reconfirmed as approved and updated Funded and Community Partners Procedure G-BRD-003-001 be received.
2. That the updated Corporate Policy Framework G-GEN-001 (*previously known as Policy Governing Policies and Procedures*) be approved.
3. That Municipal Roads Policy MS-CDV-002 be reconfirmed as approved and updates to updated Street Names for Public Roads Procedure MS-CDV-002-001 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.
- 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 May 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:**

Governance

*Boards, Committees et al*

Funded and Community Partners Policy G-BRD-003 and related Funded and Community Partners Procedure G-BRD-003-001 has been reviewed in accordance with established review requirements. No changes are proposed to the policy, minor administrative updates have been made to the procedure.

*General*

The updated Corporate Policy Framework G-GEN-001 (*previously known as Policy Governing Policies and Procedures*) has been updated to provide a more enhanced framework for corporate governance, setting the rules, practices, and processes by which the town is directed and regulated. Updates to this policy is one of many incremental steps the town is taking to continuously improve the corporate governance structure, as part of Council's governance initiatives.

Municipal Services

*Community Development*

Municipal Roads Policy MS-CDV-002 has been reviewed in accordance with established review requirements, no changes are proposed. Related Street Names for Public Roads Procedure MS-CDV-002-001 has been reviewed and updates have been made. In addition to minor administrative updates, updates were made related to use of personal names as street names, and definitions of certain qualifiers. Additional updates were made to better align this procedure with the Parks Naming Procedure and other naming guidelines.

**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 - Funded and Community Partners Policy
- Appendix B - Funded and Community Partners Procedure
- Appendix C - Corporate Policy Framework
- Appendix D - Municipal Roads Policy
- Appendix E - Street Names for Public Roads Procedure

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