



OAKVILLE

REPORT

Council

Meeting Date: August 15, 2023

FROM: Clerk's Department

DATE: August 1, 2023

SUBJECT: Corporate Policy Update

WARD: Town-wide

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RECOMMENDATION:

1. That updates to the Pregnancy/ Parental Leave Procedure be received.
2. That updates to the Municipal Alcohol Policy be approved, and updates to related Alcohol at Special Occasion Permitted Events Procedure be received.
3. That the Use of Town Digital Kiosks for BIA Sponsorship Policy 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 potential 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 only 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 June 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:

Human Resources

Manage

Administrative updates to the Pregnancy/ Parental Leave Procedure (HR-MNG-001-010) have been made to ensure the town's procedure is adhering to legislated (both federally and provincial) requirements.

Municipal Services

Permits

The Municipal Alcohol Policy and related procedure have been reviewed in accordance with established review periods. No updates are required to the Municipal Alcohol Policy (MS-PER-003). The town's Alcohol at Special Occasion Permitted Events Procedure (MS-PER-003-001) has been reviewed and updates have been made to reflect general administrative updates and to ensure operational practices are in alignment with requirements of the Liquor Licence and Control Act.

Regulatory Services

The Use of Digital Kiosks for BIA Sponsorship Policy (MS-REG-004) is proposed following Council direction at the Council meeting of June 19, 2023. This policy provides the BIAs access to Town Digital Kiosks as a way to recognize sponsors for an event or activity associated with a BIA organized event. The use of these signs in this manner supports Council direction to expand community mobile sign locations for use by BIA's allowing for sponsorship on either community mobile signs or Digital kiosks.

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 – Pregnancy/ Parental Leave Procedure

Appendix B – Municipal Alcohol Policy

Appendix C – Alcohol at Special Occasion Permitted Events Procedure

Appendix D – Use of Town Digital Kiosks for BIA Sponsorship Policy

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