



REPORT

Council

Meeting Date: December 18, 2023

FROM: Clerk's Department

DATE: December 5, 2023

SUBJECT: Corporate Policy Update

WARD: Town-wide

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RECOMMENDATION:

1. That the new Digitization Procedure, attached as Appendix A to report Corporate Policy Update, dated December 5, 2023, be received.
2. That the new Cancelling Parking Penalty Notices Procedure, attached as Appendix B to report Corporate Policy Update, dated December 5, 2023, 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.
- 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 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 August 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

The new Digitization Procedure (G-GEN-004-007) has been established in response to the mandates of the Records Retention By-law. The by-law requires that for town departments to replace physical records with digitized records by scanning, a specific policy and procedure must be followed to admit the digitized records as official town records. Further, to validate the legal admissibility of digitized records in court, the town needed to create a comprehensive procedure that aligns with the provisions of the *Evidence Act, R.S.O. 1990*.

Work has begun, most notably in the Building Services department, to digitize records. Adhering to established standards in replacing physical records with digitized records not only ensures compliance with legal requirements, but also establishes a foundation for future digitization projects to be conducted with reliability and confidence.

Municipal Services
Regulatory Services

The new Cancelling Parking Penalty Notices Procedure (MS-REG-001-006) has been established to set out when a parking penalty notice may be cancelled for notices issued for violations contrary to the town's parking by-laws. This procedure will ensure consistent application of the review of penalty notices and outlines circumstances under which a cancellation of a penalty may be applied.

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 PRIORITIES

This report addresses the corporate strategic priority of accountable government. The established corporate policy process promotes accountable governance and service excellence, by promoting consistency, minimizing inefficiencies, and ensuring proper controls and compliance.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change.

APPENDICES:

Appendix A – Digitization Procedure

Appendix B – Cancelling Parking Penalty Notices Procedure

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