REPORT

Council

Meeting Date: March 25, 2024

FROM: Clerk's Department

DATE: March 12, 2024

SUBJECT: **Corporate Policy Update**

WARD: Town-wide   Page 1

RECOMMENDATION:

1. That updates to the Information Technology General Use and Practices Policy be approved and updates to the related Information Technology General Use and Practices Procedure be received.
2. That the new Records and Information Management Policy be approved, and related Records and Information Management Procedure be received.
3. That updates to the Oakville Museum Policy be approved and updates to the related procedures be received:
   a. Oakville Museum Collections Management Procedure;
   b. Oakville Museum Conservation Procedure;
   c. Oakville Museum Artifact Deaccessioning and Disposal Procedure;
   d. Oakville Museum Exhibition Procedure;
   e. Oakville Museum Interpretation and Education Procedure; and
   f. Oakville Museum Research Procedure.

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.

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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 February 2024. 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:

Administration

Information Systems

The town's Information Technology General Use and Practices Policy (A-ISS-001) and related Information Technology General Use and Practices Procedure (A-ISS-001-001) have been reviewed in accordance with the established review period. Updates have been made to clarify the scope of the policy and who it applies to. The procedure has been updated to align with the town's current technology use and reflect current operational and business processes.

Governance

General

The new Records and Information Management Policy (G-GEN-004) and related Records and Information Management Procedure (G-GEN-004-002) has been established to provide consistent standards and guiding actions for records and information management, including the establishment of a comprehensive records and information management (RIM) program, as part of information governance, for the town. These documents ensure compliance with legislative requirements and enhance the town's transparency and accountability.

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Municipal Services

Recreation and Culture

The Oakville Museum Policy (MS-REC-001) and related procedures (Oakville Museum Collections Management Procedure, Oakville Museum Conservation Procedure, Oakville Museum Artifact Deaccessioning and Disposal Procedure, Oakville Museum Exhibition Procedure, Oakville Museum Interpretation and Education Procedure, and the Oakville Museum Research Procedure) have been reviewed in accordance with the established review period. Minor administrative updates have been made, including updates to job titles and governmental body names. Updates have also been made to align with current operational practices and alignment with current standards and 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)   COUNCIL 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.

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APPENDICES:
Appendix A – Information Technology General Use and Practices Policy
Appendix B – Information Technology General Use and Practices Procedure
Appendix C – Records and Information Management Policy
Appendix D – Records and Information Management Procedure
Appendix E – Oakville Museum Policy
Appendix F – Oakville Museum Collections Management Procedure
Appendix G – Oakville Museum Conservation Procedure
Appendix H – Oakville Museum Artifact Deaccessioning and Disposal Procedure
Appendix I – Oakville Museum Exhibition Procedure
Appendix J – Oakville Museum Interpretation and Education Procedure
Appendix K – Oakville Museum Research Procedure

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Submitted by:
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