



## REPORT

### Council

Meeting Date: April 29, 2024

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**FROM:** Clerk's Department

**DATE:** April 16, 2024

**SUBJECT:** Corporate Policy Update

**WARD:** Town-wide

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#### RECOMMENDATION:

1. That the updated Tree Protection During Construction Procedure be received.
2. That the updated Progressive Enforcement 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.
- Unless otherwise noted, updated policies and procedures included in the appendices of this report have tracked changes to easily identify 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 March 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:**

Environment  
*Tree Protection*

A new Private Tree Protection Procedure was established and received by Council at the meeting of March 25, 2024. This procedure applies to all private trees covered under the Private Tree Protection By-law. Consequently, updates have been made to the Tree Protection During Construction Procedure to remove reference to private trees. In addition, minor administrative updates have been made.

In accordance with the Council established review period, the overarching Tree Protection and Tree Canopy Preservation Policy has been reviewed and no updates are required.

Municipal Services  
*Regulatory*

Updates have been made to the Progressive Enforcement Procedure to align with current operational and business processes. These revisions maintain transparency as a fundamental principle in investigations. The updates also reinforce the necessity for consistent enforcement practices, while allowing for a suitable level of discretion during complaint investigations. Tracked changes have been omitted to enhance readability.

**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.

**APPENDICES:**

Appendix A – Tree Protection and Tree Canopy Preservation Policy

Appendix B – Tree Protection During Construction Procedure

Appendix C – Progressive Enforcement Procedure

Prepared by:

Andrea Coyne, Manager, Elections, Policy, Print Services

Submitted by:

Vicki Tytaneck, Town Clerk