



OAKVILLE

REPORT

Council

Meeting Date: August 9, 2021

FROM: Clerk's Department

DATE: July 27, 2021

SUBJECT: Corporate Policy Update

LOCATION: Add address

WARD: Town-wide

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RECOMMENDATION:

That the Administration of Recreation and Culture Programs and Services Policy (MS-REC-004) be reconfirmed as approved, and updates to the related Administration of Recreation and Culture Programs and Services Procedure (MS-REC-004-001) 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 June 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:

Municipal Services

Recreation & Culture

Administration of Recreation and Culture Programs and Services Policy (MS-REC-004) has been reviewed in accordance with established review periods and no updates have been made. The related Administration of Recreation and Culture Programs and Services Procedure (MS-REC-004-001) has been reviewed in accordance with established review periods and updates have been made. New software is being implemented to administer recreation program and services, such as registrations, memberships, and facility rentals. Updates to the procedure are primarily administrative in nature, aligning language with new software. Updates have also been made to reflect current operating and administrative processes.

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 - Administration of Recreation and Culture Services Policy

Appendix B - Administration of Recreation and Culture Programs and Services Procedure

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Submitted by:

Vicki Tytaneck, Town Clerk