



## REPORT

### Council

**Meeting Date: January 27, 2025**

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**FROM:** Clerk's Department

**DATE:** January 14, 2025

**SUBJECT:** Corporate Policy Update

**WARD:** Town-wide

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#### **RECOMMENDATION:**

1. That Council approve the updated Agendas, Meetings, Resolutions, and Decisions Policy, and the updates to the following related procedures:
  - a. Responding to Resolutions Procedure;
  - b. Submission and Distribution of Agenda Items for Council Meetings Procedure;
  - c. Public Meeting Protocol Procedure; and
  - d. Committee of Adjustment Appeals Procedure.
2. That Council approve the following existing policies:
  - a. Administration of Recreation and Culture Programs and Services Policy; and
  - b. Securities Policy
3. That Council approve the revised Fee Assistance Recreation Connection Program subsidy amount, as listed in the report from the Clerk's department, dated January 14, 2025, effective immediately.

#### **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 documents included in the appendices of this report have tracked changes to easily identify updates.

**BACKGROUND:**

As part of the ongoing corporate 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, along with any procedures established under Council's authority, are submitted to Council for approval. New or significantly updated procedures under the CAO's authority will be shared with Council for information via a memo through the Council Information process, on a quarterly basis. Reporting outside of this schedule will occur as needed, particularly for issues involving public awareness or health and safety.

The corporate policy process aims to optimize operations and improve responsiveness to evolving requirements. It strengthens decision-making efficiency and enables Council to focus on policy-setting and strategic governance, aligning with the town's commitment to continuous improvement and organizational efficiency. 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 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:**

**General**

*Governance*

The Agendas, Meetings, Resolutions, and Decisions Policy (G-GEN-007) has been reviewed in accordance with Council's established policy review period. No changes are proposed. The policy continues to serve its intended purpose effectively, maintaining clarity and consistency in operational processes.

Related procedures, including Responding to Resolutions, Submission and Distribution of Agenda Items for Council Meetings, and Public Meeting Protocol, have also been reviewed, and updates are proposed. Minor administrative updates have been made to these procedures, to ensure they remain up to date with current practices and align with the operational needs of the organization.

The related Committee of Adjustment Appeals Procedure has also been updated to reflect changes resulting from Provincial Bill 23 and the Ontario Land Tribunal's processes and procedures (formerly Local Planning Appeal Tribunal).

## **Finance**

### *Financial Planning Controls*

Securities Policy (F-FPC-002) has been reviewed in accordance with the established Council review process. While minor grammatical and administrative updates have been made, no significant policy updates are recommended.

## **Municipal Services**

### *Recreation and Culture*

Administration of Recreation and Culture Programs and Services Policy (MS-REC-004) has been reviewed in accordance with the established Council review process. No updates have been made.

### *Special Requests*

The Fee Assistance Recreation Connection Procedure (MS-SPR-002-004) was reviewed and updated to ensure alignment with current operational processes. Staff recommend increasing the annual individual subsidy amount from \$300 to \$400, effective immediately, and will be including this amount in the 2026 Rates and Fees schedules. The individual subsidy amount of \$300 has not been updated since 2012. This recommended change aligns with inflation and the recommended actions of the Parks, Recreation and Library Master Plan.

## **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, except for the Fee Assistance Recreation Connection Procedure. The administration of procedures which relate to financial matters, grants and financial incentives will be subject to annual budget approval.

The increase in the Fee Assistance subsidy amount from \$300 to \$400 can be accommodated within the 2025 budget based on the expected usage levels of the recreation connection program.

**(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 – Agendas, Meetings, Resolutions, and Decisions Policy

Appendix B – Responding to Resolutions Procedure

Appendix C – Submission and Distribution of Agenda Items for Council Meeting Procedure

Appendix D – Public Meeting Protocol Procedure

Appendix E – Committee of Adjustment Appeals Procedure

Appendix F – Securities Policy

Appendix G – Administration of Recreation and Culture Programs and Services Policy

Appendix H – Fee Assistance Recreation Connection Program

Prepared and submitted by:

Andrea Coyne, Manager, Elections, Policy, Print Services

Approved by:

Vicki Tytaneck, Town Clerk