



## REPORT

### COUNCIL MEETING

MEETING DATE: FEBRUARY 22, 2021

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**FROM:** Clerk's Department

**DATE:** February 9, 2021

**SUBJECT:** Corporate Policy and Procedure Update

**LOCATION:**

**WARD:**

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#### RECOMMENDATION:

1. That updated Occupational Health, Safety and Workplace Violence Policy (HR-MNG-005) be approved, and that Workplace Violence Procedure (HR-MNG-005-002) be received.
2. That updated Temporary On-Street Parking Procedure (MS-REG-001-002) 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 appendix 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.

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This report addresses the policies and procedures which have been addressed by the Policy Review Administration Group since the last report to Council in December 2019. 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:**

### Human Resources

#### *Manage*

The Occupational Health, Safety and Workplace Violence policy (HR-MNG-005) has been reviewed in accordance with legislated annual review requirements and minor updates to the policy have been made as a result of the COVID-19 pandemic. Related Workplace Violence procedure (HR-MNG-005-002) has been reviewed in accordance with legislated annual review requirements, no changes have been made.

### Municipal Services

#### *Regulatory Services*

Temporary On-Street Parking Procedure (MS-REG-001-002) has been reviewed and updated. In June 2019, Council requested that additional opportunities for on-street parking beyond the 3 hour limit and overnight parking be considered, to accommodate parking for health caregivers attending residents in areas with daytime parking restrictions. Updates have also been made to the procedure to align with the town's digital strategy as it relates to in-person requests.

Updates to Regulatory Services Policy (MS-REG-001) and the Administrative Penalties Procedure (MS-REG-001-003) will be brought to Council for consideration at the meeting of February 22, 2021 in a separate report authored by Municipal Enforcement Services.

## **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.

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**(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 AND/OR DEPARTMENT STRATEGIC GOALS**

This report addresses the corporate strategic goal to:

- continuously improve our programs and services
- provide outstanding service to our residents and businesses
- be accountable in everything we do
- be fiscally sustainable

**(E) COMMUNITY SUSTAINABILITY**

Reviewing and establishing policies and procedures affects all four pillars of sustainability as policies and procedures address the social, economic, environmental, and cultural aspects of the community.

**APPENDICES:**

Appendix A – Occupational Health, Safety and Workplace Violence Policy

Appendix B – Workplace Violence Procedure

Appendix C – Temporary On-Street Parking Procedure

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