



REPORT

ADMINISTRATIVE SERVICES COMMITTEE

MEETING DATE: DECEMBER 5, 2016

FROM: Clerk's Department

DATE: October 5, 2016

SUBJECT: Corporate Policy and Procedure Update Report

LOCATION:

WARD:

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RECOMMENDATION:

1. That the Integrated Risk Management policy A-BMG-001 be reconfirmed as approved, and related Business Continuity procedure A-BMG-001-001 be received.
2. That the updated Financial Control policy F-FOC-001 be approved, and the updated related procedures be received:
 - a. F-FOC-001-001 Banking Services procedure;
 - b. F-FOC-001-002 External Auditors – Year End procedure;
 - c. F-FOC-001-003 Accounts Payable procedure;
 - d. F-FOC-001-004 Accounts Receivable procedure;
 - e. F-FOC-001-005 Petty Cash procedure; and
 - f. F-FOC-001-006 Cash Handling procedure.
3. That the updated Boards, Committees, Agencies, Associations and Community Groups policy G-BRD-002 be approved, and the updated related procedures be approved:
 - a. G-BRD-002-001 Creation, Amendment and Dissolution of Boards and Committees procedure;
 - b. G-BRD-002-002 Council Appointment to Internal Boards and Committees procedure;
 - c. G-BRD-002-003 Council Appointment to External Boards, Committees, Agencies, and Associations procedure; and
 - d. G-BRD-002-004 Citizen Appointments to Advisory Committees and Boards procedure.
4. That the updated Record of Council and Committee Proceedings procedure G-GEN-004-004 be approved.

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5. That the updated Accessibility Policy MS-ACC-001 be approved, and the updated related procedures be received:
 - a. MS-ACC-001-001 Accessible Customer Service procedure;
 - b. MS-ACC-001-002 Planning Accessible Meetings procedure;
 - c. MS-ACC-001-003 Accessible Employment procedure;
 - d. MS-ACC-001-004 Accessible Information and Communications procedure;
 - e. MS-ACC-001-005 Accessible Transportation procedure; and
 - f. MS-ACC-001-006 Design of Public Spaces procedure.
6. That the updated Special Event Permits policy MS-PER-001 be approved.
7. That the updated Municipal Alcohol policy MS-PER-003 be approved and related updated procedure MS-PER-003-001 Alcohol at Special Occasion Permitted Events, be received.
8. That the updated Flag Protocol procedure MS-SPR-001-002 be received.
9. That old corporate policy 10-02-02, Sidewalk Construction in New Subdivisions, be rescinded.

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.
- The review of current policies and procedures is ongoing and policies and procedures currently being reviewed will be brought forward in a future policy and procedure update report.
- At the request of the Administrative Services Committee, 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 introduced since 2005 are reviewed in accordance with established review periods and updates are provided to Council, as required.

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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 November 2016. 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

Business Management

Risk Management policy A-BMG-001 and related Business Continuity procedure A-BMG-001-001 have been reviewed in accordance with policy review requirements and no updates have been made.

Finance

Financial Operations Control

The Financial Control policy F-FOC-001 has been reviewed in accordance with policy review requirements and minor administrative changes have been made.

The following related procedures to the Financial Control policy have been reviewed in accordance with policy review requirements and in addition to the specifics mentioned below, have been updated to reflect current administrative practices. Banking Services procedure F-FOC-001-001 has been updated to make reference to local boards for which the town provides banking services, update *Municipal Act* section references, and allow for more flexibility as processes are constantly changing in the banking world (i.e. forms of acceptable payment). Accounts Payable procedure F-FOC-001-003 has been updated to provide clarification on how vendors are paid and remove information on stale-dated cheques as it is now covered in the Town's cash handling procedure. Petty Cash procedure F-FOC-001-005 has been updated to clarify the usage of petty cash and ensure that staff custodians are aware of the procedure. Cash Handling procedure F-FOC-001-006 has been updated to restructure the content to make information clearer, as well as

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update the section on foreign currency to limit intake of foreign funds to US funds only and to set a maximum limit of US cash that can be received.

Governance

Boards, Committees et al

Boards, Committees, Agencies, Associations and Community Groups policy G-BRD-002 has been reviewed and minor administrative updates have been made.

Related procedure G-BRD-002-001, Creation, Amendment and Dissolution of Boards and Committees, has been reviewed and updated to reflect current administrative practices and for clarification of procedure. Council Appointment to Internal Boards and Committees procedure G-BRD-002-002 has been updated to reflect current administrative practices and to update reference to terms of appointment. Council Appointment to External Boards, Committees, Agencies, and Associations procedure G-BRD-002-003 has been updated to reflect current administrative practices and to clarify appointment for participation in municipal government associations. Citizen Appointments to Advisory Committees and Boards procedure G-BRD-002-004 has been updated to reflect current administrative practices and to clarify terms of appointment as it relates to absences.

General

Record of Council and Committee Proceedings procedure G-GEN-004-004 has been reviewed and minor changes have been made to reflect current administrative practices.

Municipal Services

Accessibility

The Accessible Customer Service Procedure MS-ACC-001-001 was updated ahead of its policy review date due to recent provincial amendments to the Customer Service Standard under the *Accessibility for Ontarians with Disabilities Act, 2005*. The updates are in the service animals, support persons, and training sections of the procedure. A detailed update on the implementation of these changes was provided in the 2016 Accessibility Update Report to ASC on November 7, 2016. The Accessibility Policy and related procedures (Accessible Employment procedure, Accessible Information and Communications procedure, Accessible Transportation procedure, and Service Disruption Guidelines) were reviewed and updated ahead of

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schedule to maintain a consistent policy review date. The updates include continued use of plain language and reflect current administrative practices. The new Design of Public Spaces procedure MS-ACC-001-006 and updated Planning Accessible Meetings procedure MS-ACC-001-002 that were presented to ASC in November 2015 have also been included in this report to align with the policy review schedule.

Permits

Special Event Permits policy MS-PER-001 has been updated in accordance with policy review requirements and significant changes have been made to this policy so that it better aligns with the Special Event User Guide. Clarification has been provided in the restrictions for requests for special event permits section.

Municipal Alcohol policy MS-PER-003 has been reviewed and the purpose of the policy has been clarified. Related procedure MS-PER-003-001, Alcohol at Special Occasion Permitted Events, has been updated to clarify the scope of the procedure and to update the rules and regulations surrounding alcohol at special occasion permitted events in order to better align with the special events strategy.

Special Requests

Flag Protocol procedure MS-SPR-001-002 has been updated to ensure consistency with regard to lowering and raising of flags on town property.

Old Corporate Policies to be Rescinded

OLD Policy Number	Name / Date Approved
10-02-02	Sidewalk Construction in New Subdivisions <i>Sidewalk locations (one or both sides of the road, for example) for development projects are covered in our engineering design standards. The Active Transportation Master Plan sets out where new sidewalks will be added as part of capital projects.</i>

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 – Policies and procedures as detailed in this report.

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