

# Corporate Policy Review

Finance and Corporate Services Committee

October 28, 2024

# Background

- Policies should be reviewed every 3-5 years - COVID-19 pandemic delayed policy reviews as staff prioritized the city's emergency response.
- Challenges evident with the existing Policy maintenance system and template.
- Lean® Review conducted and changes to implement;
  - New template
  - SharePoint Tracking system
  - Gaps in policies required by section 270 of the Municipal Act

# Policies recommended to be Amended

- Fulsome reviewed revealed amendments relating to;
  - Definitions
  - Committee terms of reference clarity regarding
    - recruitment, eligibility, term limits, re-appointments, composition and transparency of decision-making
  - Housekeeping edits
    - gender neutral language, reducing barriers, correcting department/division responsible, job titles, address new hydro entity
  - Legislative changes
    - clarify Council's legislative role, address Special Powers and Duties of the Head of Council, Code of Conduct best practices, addressing illuminations, city hall security processes

# Policies recommended to be Repealed

- Review revealed that the previously approved policies were no longer applicable for one of the following reasons:
  - Program or program funding no longer exists (6 policies).
  - Regulation or legislation is already in place (9 policies).
  - Policy conflicts with another policy (3 policies).
  - Policy found redundant, outdated or atypical (4 policies)

# New – Council Staff Relations

- Adoption of Policies s. 270(1)(2.1) “relationship between members of council and the officers and employees of the municipality”.
- Purpose to guide the nature of business interactions between Members of Council and Staff and provide a framework for that relationship.
- Many policies governing relations and interactions already exist - intended to complement existing policies.

# New – Pregnancy and Parental Leave

- Adoption of Policies s. 270(1)(8) “pregnancy leaves and parental leaves of members of council”.
- Supports a Member of Council’s rights - seat of the member who takes a pregnancy or parental leave can not be declared vacant if the leave is less than 20 weeks.
- Leave Absence Form to address whether the member intends to continue receiving agenda materials, and/or desires to still attend events and receive communication providing much needed clarity to city staff.

# Next Steps

- Result of a comprehensive review and continuous improvement initiatives.
- Staff recommend that Council approve the Master Policy amendments, repealed and revised policy lists and two new policies (Council Staff Relations and Pregnancy and Parental Leave for Members of Council) to ensure compliance with the Municipal Act.
- Implement changes in internal maintenance system, and ensure policies are publicly available.