

Staff Report

Corporate Services Department



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REPORT TO: Finance and Corporate Services Committee

DATE OF MEETING: June 16, 2025

SUBMITTED BY: Amanda Fusco, Director of Legislated Services/City Clerk

PREPARED BY: Amanda Fusco, Director of Legislated Services/City Clerk

WARD(S) INVOLVED: All

DATE OF REPORT: January 6, 2025

REPORT NO.: COR-2025-269

SUBJECT: Corporate Policy Update – Amended and Repealed Policies

RECOMMENDATION:

That the corporate policies listed in Appendix A to Corporate Services report COR-2025-269 be amended and repealed; and

That the by-law attached as Appendix B to Corporate Services report COR-2025-269, to amend Chapter 620 of The City of Kitchener Municipal Code with respect to Demolition Control, be enacted.

REPORT HIGHLIGHTS:

- The purpose of this report is to approve amendments to six (6) policies required by legislation and repeal eleven (11) policies that are no longer required.
- There are two by-law amendments being recommended that require housekeeping amendments further detailed in this report.
- The financial implications are none.
- This report supports the delivery of core services.

BACKGROUND:

Corporate Policies are created when Council's position on an issue should be part of the public record, in keeping with open and accountable government. Council has approved a Master Policy (GOV-COR-2041) to govern the process, criteria and timely review of all corporate policies. In keeping with the Master Policy policies should be reviewed every 3 to 5 years for; legislation changes, court decisions, Council decisions, and new strategies, practices, and technologies.

The COVID-19 pandemic delayed policy reviews as staff prioritized the city's emergency response so many policies are overdue for review. In October 2024, Council approved phase one of a multi-year corporate policy review program. Report COR-2025-269 serves as phase two update.

REPORT:

In partnership with staff across the city, 62 of the 104 policies that were due for review at the time were considered. A number of policies (15 policies) required no changes, and as such the next review date was added, and a few required changes to titles and departments due to internal reorganizations which were completed with delegated authority by the Clerk (2 policies). There were 6 policies identified that required minor amendments, and 11 recommended to be repealed as contained in Appendix A. A number of policies are under review (43 policies) and many require major or substantial revisions and/or are part of work occurring in 2026 (27 policies), which are not part of this report. These will be brought forward to Council in due course. Human Resources policies will also be brought forward separately to Council in due course.

Amended Policies

The policies recommended for amendment are contained in Appendix A to the staff report as both a “clean copy” and a version with track changes. Amendments are generally minor in nature of and focus on:

- Including Definitions,
- Housekeeping edits to improve clarity and context, and
- Legislative changes.

Amendments recommended to the Demolition Control Policy (MUN-PLA-1018) result in the need to amend Municipal Code Chapter 620 to align the policy and the Demolition Control By-law with the Rental Replacement By-law.

Repealed Policies

As part of the policy review initiative, Directors reviewed with their respective General Managers, a list of policies relating to their area and identified those which should be repealed for one of the following reasons:

1. Program or program funding no longer exists (3 policies).
2. Regulation or legislation is already in place (4 policies).
3. Policy has been replaced with another policy (2 policies).
4. Policy conflicts with another policy (0 policies).
5. Policy found redundant, outmoded or dysfunctional (2 policies).

A short explanation has been provided to explain why staff deem it valid to repeal these policies.

STRATEGIC PLAN ALIGNMENT:

This report supports the delivery of core services.

FINANCIAL IMPLICATIONS:

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

COMMUNITY ENGAGEMENT:

INFORM – This report has been posted to the City’s website with the agenda in advance of the council / committee meeting.

CONSULT – Directors in respective areas were consulted regarding the policies requiring review.

COLLABORATE – Amendments made to the Terms of Reference for Compass Kitchener were developed in collaboration with committee members.

PREVIOUS REPORTS/AUTHORITIES:

- [COR-2024-018: Corporate Policy Update – New, Amended and Repealed Policies](#)
- [COR-2021-037 Corporate Policy Review - Repeal of Policies](#)

APPROVED BY: Victoria Raab, General Manager, Corporate Services

ATTACHMENTS:

Appendix A – List of Proposed Appended and Repealed Policies

Appendix B – Draft by-law to amend Chapter 620 of The City of Kitchener Municipal Code with respect to Demolition Control