

The Corporation of the City of Kawartha Lakes

Council Report

Report Number TR2018-004

Date: March 20, 2018

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: Ward 9, 10, 11, 12

Subject: Rescind Transit Charter Policy C 180 EPW 017

Author Name and Title: Todd Bryant, Manager of Fleet and Transit

Recommendation(s):

That Report TR2018-004, Rescind Transit Charter Policy C 180 EPW 017, be received;

That Council rescinds Transit Charter policy C 180 EPW 017; and

That the attached Management Directive titled “Transit Charters” be adopted and updated as necessary by Staff in accordance with Council Policy CP2016-003 (City of Kawartha Lakes – Policy System), as amended.

Department Head:_____

Financial/Legal/HR/Other:_____

Chief Administrative Officer:_____

Background:

Council has directed Staff to review all Council Policies during each term of Council.

At the Executive Committee meeting of February 8, 2018, Staff provided rationale that Council Policy C 180 EPW 017 "Transit Charter Policy" is no longer necessary and the procedures covered in the Policy are more appropriately covered within a Management Directive. The Executive Committee concurred with the rationale and requested that Staff provide a report to Council to rescind Policy C 180 EPW 017 (Transit Charter Policy) and establish a guiding Management Directive in its place.

This report addresses this direction.

Rationale:

The City has identified management directives as a framework to facilitate operational expectations. Currently the City has a Council approved Transit Charter Policy and appended forms that are procedural in nature.

Staff propose to rescind the Transit Charter Policy and establish guiding requirements within a management directive to be approved by the Chief Administrative Officer.

The rationale is that the procedures covered within the existing Transit Charter Policy are ones that should be within the oversight of staff and hence within the definition of a management directive. For reference the draft management directive has been attached as Appendix A. The existing Council Policy is attached as Appendix B. In addition, the City has a forms procedure which involves formalizing the templates in a shared location for staff to access outside of the policy section.

Upon approval of the recommendations attached to this report, the management directive will be forwarded to the Chief Administrative Officer for approval.

The City of Kawartha Lakes is committed to a consistent, clear and uniform process to establish a process for obtaining Transit Charter services.

Other Alternatives Considered:

No other alternatives are being considered at this time.

Financial/Operation Impacts:

There are no financial implications to this report.

Relationship of Recommendation(s) To The 2016-2019 Strategic Plan:

This Report is in alignment with the City's Strategic Plan with respect to effective Transit Services.

Review of Accessibility Implications of Any Development or Policy:

There are no accessibility implications within this report.

Servicing Implications:

There are no servicing implications within this report.

Consultations:

Executive Committee

Transit Supervisor

Director of Public Works

Attachments:

Appendix A – Draft Transit Charter Management Directive



Appendix A
Management Directive

Appendix B – Council Policy C 180 EPW 017



C180EPW017 Transit
Charter Policy.doc

Department Head E-Mail: brobinson@kawarthalakes.ca

Department Head: Bryan Robinson

Department File: Rescind of Transit Charter Policy C 180 EPW 017