

The Corporation of the City of Kawartha Lakes

Council Report

Report Number PRC2018-005

Date: April 24, 2018
Time: 2:00 p.m.
Place: Council Chambers

Ward Community Identifier: All

Title: Parks, Recreation and Culture Policy Update

Description: Request to Rescind Parks, Recreation and Culture Council Policies

Author and Title: Jenn Johnson, Manager of Parks, Recreation and Culture Division

Recommendation(s):

That Report PRC2018-005, **Parks, Recreation and Culture Policy Update**, be received;

That the following policies be rescinded and removed from the policy manual;

033 CCS 005	Integrated Plant Health Care Policy
035 CCS 007	Harmonization/User Fee Task Force Policy
020 CCS 003	Trails Maintenance/Management and Trans-Canada Trail
109 CCS 013	PRC Fees and Charges Policy
CP2016-008	Community Partnership and Development Fund Program Policy
CP2016-009	50/50 Community Project Capital Funding Initiative Policy
034 CCS 006	Sponsorship and Dedication Policy
046 CCS 008	Border Communities Policy
C-163 CCS 015	Off-Leash Dog Park Policy
053 CCS 009	Display and Sale of Tickets/Merchandise Policy
C-109 CCS 002	Ice Facility Allocation Policy
088 EPW 006	Monuments and Markers Policy - Fenelon Falls Cemetery

That the following policies be adopted, numbered and inserted in the Corporate Policy and Procedures Manual;

073 CCS 011	Alcohol Management of Municipal Premises Policy
141 CCS 014	Fenelon Falls Powerlinks – Fund Disbursement Policy

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

At the direction of Executive Committee, Parks, Recreation and Culture staff, reviewed existing Council Policies related to the Division. The review involved analyzing the current documents and determining the best fit for the information. Documents either remained a Council Policy or the information was transferred to be included in a Management Directive or Standard Operating Procedure. At the February 8, 2018 Executive Committee meeting a verbal update on the proposed changes was received.

This report addresses that direction.

Rationale:

Staff reviewed the current documents in accordance with the new structure for Policies, Management Directives and Standard Operating Procedures. It is agreed by Staff and the Executive Committee that the existing policies are no longer required and should be recommended to Council to be rescinded.

Of the 14 current Council Policies reviewed, two are being recommended to remain a policy, 12 are being recommended to be rescinded. Of the 12 being rescinded, eight are being recommended to become Management Directives. The following chart details these recommendations:

Policy #	Policy Name	Suggested Change To
073 CCS 011	Alcohol Management on Municipal Premises	Council Policy
141 CCS 014	Fenelon Falls Powerlinks - Fund Disbursement Policy	Council Policy
CP2016-008	Community Partnership and Development Fund Program Policy	Management Directive
CP2016-009	50/50 Community Project Capital Funding Initiative	Management Directive
034 CCS 006	Sponsorship and Dedication	Management Directive
046 CCS 008	Border Communities	Management Directive
C-163 CCS 015	Off-Leash Dog Park Policy	Management Directive
053 CCS 009	Display and Sale of Tickets/Merchandise	Management Directive
C-109 CCS 002	Ice Facility Allocation	Management Directive
088 EPW 006	Monuments and Markers - Fenelon Falls Cemetery	Management Directive
035 CCS 007	Harmonization/User Fee Task Force	Rescind
020 CCS 003	Trails Maintenance/Management and Trans-Canada Trail	Rescind
033 CCS 005	Integrated Plant Health Care	Rescind - SOP
109 CCS 013	PRC Fees and Charges Policy	Rescind - SOP

Management Directives are approved by the CAO and establish the framework to facilitate operational expectations. Standard Operating Procedures are maintained by the home department and tend to be operational in nature. The proposed Management Directives are attached for Council information.

Other Alternatives Considered:

No other alternatives have been considered.

Financial/Operation Impacts:

There are no financial implications to this report.

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

N/A

Review of Accessibility Implications of Any Development or Policy:

N/A

Servicing Implications:

N/A

Consultations:

Director of Public Works

Executive Committee

Attachments:



CPAlcoholManagemen
tonMunicipalPremise

[Appendix 1](#)



CPFenelonFallsPower
linksFundDisbursemer

[Appendix 2](#)



Draft
CommunityPartnershi

[Appendix 3](#)



Draft
CommunityProjectCa

[Appendix 4](#)



Draft
SponsorshipandDedic

[Appendix 5](#)



Draft
BorderCommunitiesMk

[Appendix 6](#)



Draft
OffLeashDogParkMan

[Appendix 7](#)



Draft
DisplayandSaleofTick

[Appendix 8](#)



Draft
IceFacilityAllocationM



Draft
MonumentsandMarke

[Appendix 9](#)

[Appendix 10](#)

Department Head E-Mail: cshanks@kawarthalakes.ca

Department Head: Craig Shanks