

# The Corporation of the City of Kawartha Lakes

## Council Report

Report Number CAO2018-007

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**Date:** December 11, 2018

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:** All

**Title:** Council Policies – Updates

**Description:** Recommendations respecting updates and changes to various Council policies.

**Author and Title:** Ron Taylor, CAO

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### Recommendation(s):

**That** Report CAO2018-007, **Council Policies - Updates**, be received;

**That** the policy entitled Council Expense Policy, attached as Appendix B to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual, replacing all predecessor versions;

**That** the policy entitled Council Committee, Board and Task Force Policy, attached as Appendix D to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual, replacing Policy 028 CAO 002 Non-Legislated Committees of Council;

**That** the policy entitled Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, attached as Appendix E to Report CAO2018-007, be adopted and numbered for inclusion in the City's Policy Manual;

**That** the following Council policies be rescinded:

- Policy 037-CAO-006 – Artifacts
- Policy 038-CAO-023 – Archives Program
- Policy 101 CAO 018 - Sale of Municipal History Books

**Department Head:** \_\_\_\_\_

**Financial/Legal/HR/Other:** \_\_\_\_\_

**Chief Administrative Officer:** \_\_\_\_\_

- Policy 131-CAO-023 - Definitions for Policies relating to Electronic Records and Information Technology Assets
- Policy 139-CAO-031 – Management of E-mail Records

## **Background:**

Council Policies are reviewed at least once during each term of Council. As part of the ongoing city-wide policy review process, staff in the CAO's Office and Corporate Services Department have reviewed a number of Council Policies and are recommending revisions, new policy implementation, conversion of some policies to operational Management Directives and rescinding of policy. This report addresses this policy review process and update.

At the Council meeting of November 28, 2017 Council adopted the following resolution:

### **CR2017-016**

**RESOLVED THAT** all Council members are eligible for mileage reimbursement for any City business both within and outside of the City of Kawartha Lakes at the rate set by Council through policy.

At the Council meeting of March 20, 2018 Council adopted the following resolution:

### **CR2018-154**

**Moved By** Councillor Dunn

**Seconded By** Councillor Miller

**That** mileage paid to any Council Member for attendance at any committee, board or agency, on behalf of the City of Kawartha Lakes, in fulfilling their responsibilities as a member of Council, be compensated through the established Council budget and not through any budget of that committee, board or agency;

**That** no Per Diems be paid to any Council Member for attendance at any committee, board or agency meeting, on behalf of the City of Kawartha Lakes, in fulfilling their responsibilities as a committee, board or agency appointee;

**That** any committee, board or agency that currently budgets mileage and/or per diems as compensation to City of Kawartha Lakes Council Members be requested to eliminate this compensation from their budgets effective the 2018-2022 term of Council.

This report further addresses this direction.

## **Rationale:**

Staff and the previous Council have reviewed Council Policies in accordance with the new structure for Policies, Management Directives and Standard Operating Procedures. As part of that review process, staff is providing the following recommendations for Policy changes as outlined below.

### **Council Expense Policy**

Policy 116 HR 031 Council Expense Policy, attached as Appendix A to this report was reviewed and updated by staff. Revisions were required to implement Council Resolutions CR2017-016 and CR2018-154 regarding mileage and per diems. The updated proposed Council Expense Policy is attached as Appendix B to this report.

### **Council Committee, Board and Task Force Policy**

Policy 028 CAO 002 Non-Legislated Committees of Council, attached as Appendix C to this report was reviewed by staff. It was identified that this Policy required updates to reflect current processes, to reflect scope of work and standard expectations identified in terms of reference, and to apply to all Council-established Committees, Boards and Task Forces. The updated proposed Council Committee, Board and Task Force Policy is attached as Appendix D to this report.

### **Code of Conduct and Ethics – Members of Committees, Boards & Task Forces**

The City has policies establishing Codes of Conduct for both Staff and Council. In the past, public committee and board members have been guided by the Code of Conduct for Council Members. It was identified that only portions of this document were relevant to public committee and board members and that a Code of Conduct specific to members of committees and boards is needed. Staff recommends approval of this new Policy to establish a Code of Conduct for all Council Committee, Board and Task Force Members. The proposed draft Code of Conduct and Ethics – Members of Committees, Boards & Task Forces is attached as Appendix E to this report.

### **Policy 037-CAO-006 – Artifacts**

### **Policy 038-CAO-023 – Archives Program**

The City is not actively managing an Artifacts and/or Archives Program. Staff recommends rescinding these policies and developing Management Directive(s) for both Artifacts and Archives in 2019.

### **Policy 101 CAO 018 - Sale of Municipal History Books**

Staff recommends rescinding this policy. The sale of municipal history books and other items (plates, pins, etc.) can be managed under the provisions of MD2018-010 – Display and Sale of Tickets-Merchandise Management Directive.

### **Policy 131-CAO-023 - Definitions for Policies relating to Electronic Records and Information Technology Assets**

This Policy provided a list of definitions for various records and information technology policies. Staff recommends rescinding this policy. Relevant definitions will be included in all updated policies and management directives as applicable.

### **Policy 139-CAO-031 – Management of E-mail Records**

Staff recommends rescinding this outdated policy. The management of E-mail Records is dealt with from a records perspective under the provisions of Council Policy CP2017-008 – Records Management Program. Staff in the City's Information and Technology Division are currently developing Management Directives to govern E-mail Management and Protocols.

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| <b>Policy 135-CAO-027</b>   | <b>Records Management and Electronic Service Delivery – Privacy Standard</b>             |
| <b>Policy C-149 CAO 036</b> | <b>Delegation of Council Powers and Duties</b>   |
| <b>Policy C-153 CAO 038</b> | <b>Collection, Use, Disclosure and Destruction of Information Policy (MFIPPA Policy)</b> |
| <b>Policy 134 CAO 026</b>   | <b>Confidentiality of Information</b>  |
| <b>Policy C-144 CAO 032</b> | <b>Elected Officials' Records/Correspondence Policy</b>                                  |

The five (5) policies listed above are currently under review by the City Clerk's Office. A report will be brought forward to Council in Q1 2019 with staff recommendations.

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

Council's Strategic Plan sets out a priority of Municipal Service Excellence through, among other things, providing citizen accessibility to government services and implementing best municipal practices.

Clear policies are vital to enable better management of people and resources, to provide transparency to City processes and to articulate Council expectations.

## Consultations:

City Clerk  
Director of Corporate Services  
Manager of Information Technology  
Former Executive Committee

## Attachments:

### Appendix A – Current Council Expense Policy



Policy 116HR031  
Council Expense Polic

### Appendix B – Updated Council Expense Policy – Proposed



New Council Expense  
Policy.docx

### Appendix C – Current Non-Legislated Committees of Council Policy



Policy 028CAO002  
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### Appendix D – Council Committee, Board and Task Force Policy – Proposed



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### Appendix E – Code of Conduct and Ethics – Members of Committees, Boards & Task Forces – Proposed



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Conduct and Ethics...

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