

The Corporation of the City of Kawartha Lakes

Council Report

Report Number CAO2018-007

Date: December 11, 2018

Time: 2:00 p.m.

Place: Council Chambers

Ward Community Identifier: All

Title: Council Policies – Updates

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

Author and Title: Ron Taylor, CAO

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That the following Council policies be rescinded: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.

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

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



App D Proposed
Council Committee, B

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



App E Code of
Conduct and Ethics...

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