



Committee of the Whole Report

Report Number: CAO2021-003
Meeting Date: April 6, 2021
Title: Proposed Council Policy Review Program
Description: Confirm and review all Council policies within this term of Council, as required by Policy CP2016-003.
Author and Title: Ron Taylor, Chief Administrative Officer

Recommendation(s):

That Report CAO2021-003, **Proposed Council Policy Review Program**, be received;

That the Council policies listed in Appendix B to report CAO2021-003, and substantially in their current form, be confirmed, renumbered and approved;

That the Council policies listed in Appendix C to report CAO2021-003, be rescinded;

That the Council policies listed in Appendix D to report CAO2021-003, be referred to staff for review, with recommended changes brought back to Council for consideration and policy approval before end of Q4 2021; and

That these recommendations be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Council Policies are to be reviewed at least once during each term of Council, pursuant to Policy CP2016-003, being the Council Policy on the City's Policy System. A copy of this policy is included as Appendix A to this report. Council currently has 78 established policies. This report provides recommendations to Council to confirm and/or review all established policies within this term of Council.

Rationale:

In preparation for the review of Council Policies, a new page has been created within the City's website to house all of the established policies for the City of Kawartha Lakes.

<https://www.kawarthalakes.ca/en/municipal-services/council-policies.aspx>

Staff has completed an initial review of Council's 78 established policies. All are listed in Appendix B to E, respectively, to this report. This listing recommends:

- 34 policies that are relevant in their current form, and Council should confirm this by renewing with no update(s) required;
- 5 policies that should be rescinded, as these policies are no longer relevant or have been replaced by management directives or guidelines;
- 26 policies that require further review and update. Of these policies, 16 are corporate or department-focused, and 9 are council-focused; and
- 13 policies that have already been updated and approved by this current council (requiring no further action).

Other Alternatives Considered:

Council could choose to review other policies not currently recommended within this review program. Additional direction to refer these policies to staff for review, consideration and report back would be required.

Council could choose to establish a task force to review some or all existing policies. Direction to staff to establish a draft terms of reference and scope of work for council approval would be required.

Council could choose to maintain all established policies in their current form. This is not recommended as some do require substantive updates.

Alignment to Strategic Priorities

Reviewing policies aligns with Council's priority of Good Government. The Plan establishes a goal of "... increasing efficiency and effectiveness of service delivery." To accomplish this goal, the City will:

- develop and document current levels of service; and
- streamline by-laws, policies and processes.

Financial/Operation Impacts:

There are no immediate financial implications resulting from the review of Council policies. Council could, through a review of individual policies, adjust resultant service levels to inform future budgets.

Reviewing council policies regularly is important to confirm service levels, and to provide clear guidance for processes, expectations and service delivery implementation to the administration.

Consultations:

City Council
All departments

Attachments:

Appendix A – CP2016-003 - Council Policy on the City's Policy System



CP2016-003 Policy
System.docx

Appendix B – Council Policies – Confirm and Renew



Appendix B - Council
Policies - Confirm and

Appendix C – Council Policies – Rescind



Appendix C - Council
Policies - Rescind.xlsx

Appendix D – Council Policies – Review and Update in 2021



Appendix D - Council
Policies - Review and

Appendix E – Council Policies – Updated this Term of Council (No action required)



Appendix E - Council
Policies - Updated thi

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Department Head: Ron Taylor, CAO

Department File: A10