

## Committee of the Whole Report

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**Report Number:** CLK2022-002

**Meeting Date:** April 5, 2022

**Title:** Clerk's Division Policy Review

**Description:** Remembrance Day Donations Policy  
Delegation of Council Powers and Duties Policy  
Accountability and Transparency Policy  
Elected Officials Records Correspondence Policy  
Confidentiality of Information Policy  
Extended Use of Lottery Proceeds

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### Recommendation(s):

**That** Report CLK2022-002, **Clerk's Division Policy Review**, be received;

**That** the policy entitled Remembrance Day Donations Policy C 076 CAO 014, be rescinded and replaced by the Remembrance Day Donation Management Directive, attached as Appendix A;

**That** the Delegation of Council Powers and Duties Policy, as amended, attached as Appendix B, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 149 CAO

**That** the Accountability and Transparency Policy as amended, attached as Appendix C, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 148 CAO 148;

**That** the Elected Officials Records Correspondence Policy as amended, attached as Appendix D, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 144 CAO 032;

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

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

**That** the Confidentiality of Information Policy as amended, attached as Appendix E, be adopted and numbered for inclusion in the City's Policy Manual, repealing and replacing all predecessor versions including C 134 CAO 026;

**That** the policy entitled Extended Use of Lottery Proceeds, being Policy 126 CAO 021, attached as Appendix F, be repealed; and

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

## **Background:**

At the Council Meeting of April 20, 2021, Council adopted the following resolution:

CW2021-095

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**That** the Council policies listed in Appendix C to report CAO2021-003, be rescinded; and

**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.

**Carried**

This report addresses that direction, to facilitate a number of recommended alterations to Clerk's Division policies outlined in Appendix D of Report CAO2021-003. The City Clerk's Division is proposing four policies be revised, that one policy be repealed and that the Remembrance Day Donations Policy be rescinded and replaced by a management directive.

## **Rationale:**

To provide rationale, the following summaries of the policies are provided below:

### **Remembrance Day Donations Policy**

The Remembrance Day Donations Policy (076 CAO 014) was established to provide a consistent process for municipal donations to Remembrance Day Services that are held throughout the City of Kawartha Lakes. The process ensured that a wreath is placed at all cenotaphs, on behalf of the municipality, to recognize veterans within our community.

The Policy was reviewed and Staff determined that the Remembrance Day Donation Process can be implemented through a Management Directive rather than through a Council Policy. The Remembrance Day Donation Management Directive, attached as Appendix A, has been reviewed by Staff, updated to reflect the current process that is followed, and approved by the Senior Management Team. As a result, the

Remembrance Day Donation Policy (076 CAO 014) is no longer required and can be repealed.

### **Delegation of Council Powers and Duties Policy**

The Delegation of Council Powers and Duties Policy was established to provide a central repository to outline the authority that Council has delegated to Staff. Delegation of authority provides an opportunity to streamline decision making processes which improves responsiveness and the efficiency of operations.

Staff have reviewed the Delegation of Council Powers and Duties Policy and have made the necessary updates, as outlined in Appendix B, to ensure that the Policy accurately captures all of the delegated authorities that are currently in place. Additional updates were also completed to ensure that any references to Staff positions included the up-to-date title.

New to the Policy is:

- the delegated authority pertaining to Letters of Concurrence for Uncontested Telecommunications Facilities, which was approved by Council at the Regular Council Meeting of June 15, 2021 by Council Resolution CR2021-309; and
- the delegated authority pertaining to the following Human Services Policies which were originally approved by Council at the Regular Council Meeting of November 22, 2016 by Council Resolution CR2016-1140:
  - Policy CP2021-024, being the Housing Service Manager Delegated Authority Policy;
  - Policy CP2021-025, being the Ontario Works Program Delivery Delegated Authority Policy and
  - Policy CP2021-026, being the Victoria Manor Delegated Authority, all of which were originally approved by Council

All of the new entries have been marked in blue within the appendix to the Delegation of Council Powers and Duties Policy, included as Appendix B to this Report.

Staff are requesting that the updated version of the Delegation of Council Powers and Authority be approved, replacing all of the predecessor versions.

### **Accountability and Transparency Policy**

The Accountability and Transparency Policy (C 148 CAO 035) was established to outline the processes that are implemented to ensure accountability, transparency, openness, and compliance with legislative requirements, which are all standards of good government.

Staff have reviewed the Accountability and Transparency Policy and have made the necessary updates, as outlined in Appendix C, to ensure that the Policy accurately reflects the current practices that are in place. Staff are requesting that the updated version of the Accountability and Transparency Policy be approved, replacing all predecessor versions.

### **Elected Officials Records Correspondence Policy**

The Elected Officials Records Correspondence Policy (C 144 CAO 032) was established to provide guidance on the differentiation between official corporate records for the Mayor and Members of Council and their personal papers.

Staff have reviewed the Elected Officials Records Correspondence Policy and have made the necessary updates, as outlined in Appendix D, to ensure that procedures that are outlined therein are up-to-date and accurate. Staff are requesting that the updated version of the Elected Officials Correspondence Policy be approved, replacing all predecessor versions.

### **Confidentiality of Information Policy**

The Confidentiality of Information Policy (C 134 CAO 026) was established as Members of Council, Committees, Task Forces and Staff have access to corporate records that are confidential in nature. This Policy outlines the safeguards that have been implemented to protect the integrity of confidential information.

Staff have reviewed the Confidentiality of Information Policy and have made the necessary updates, as outlined in Appendix E, to ensure that the processes that are outlined within the Policy are up-to-date and accurate. Staff are requesting that the updated version of the Confidentiality of Information Policy be approved, replacing all predecessor versions.

### **Extended Use of Lottery Proceeds for General Maintenance**

The Extended Use of Lottery Proceeds for General Maintenance Policy (126 CAO 021), as attached as Appendix F, was established to provide a guideline on the extended use of lottery proceeds by eligible Service Clubs and Royal Canadian Legion Branches in the City of Kawartha Lakes for building maintenance and general operating costs.

The Manager of Municipal Law Enforcement and Licensing has confirmed that this Policy is no longer required as it is a duplication of the Alcohol and Gaming Commission of Ontario Policy Manual. Staff are therefore requesting that the Extended Use of Lottery Proceeds for General Maintenance Policy be rescinded.

## **Other Alternatives Considered:**

Council may consider altering specific language in the proposed policies, or recommend that the existing policies be retained. This is not recommended as the City Clerk's Division is proposing these changes to streamline policies and processes.

## **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:

- streamline by-laws, policies and processes.

## **Financial/Operation Impacts:**

No significant financial impacts are required for the policies presented in this report.

## **Consultations:**

Chief Administrative Officer  
Executive Assistant, Mayor and Council  
All Directors and Executive Assistants

## **Attachments:**

Appendix A Remembrance Day Donation Policy



C 076 CAO 014  
Remembrance Day Do

Appendix A1 – Remembrance Day Donation Management Directive



Remembrance Day  
Management Directi

Appendix B – Delegation of Council Powers and Duties Policy



Proposed Revision -  
Clerk's Office - 149 CA

Appendix C – Accountability and Transparency Policy



Proposed Revision -  
Clerk's Office - C 148

## Appendix D – Elected Officials Records Correspondence Policy



Proposed Revision -  
Clerk's Office - C 144

## Appendix E – Confidentiality of Information Policy



Proposed Revision -  
Clerk's Office - 134 C

## Appendix F – Extended Use of Lottery Proceeds for General Maintenance Policy



126 CAO 021  
Extended Use of Lotte

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