



Council Report

Report Number: HH2022-001

Meeting Date: April 19, 2022

Title: Human Services Department Policy Updates

Author and Title: Rod Sutherland, Director of Human Services

Recommendations:

That Report HS2022-001, **Human Services Department Policy Updates**, be received; and

That the Council Policies:

- Reimbursement of RGI Overpayments (096 SS 014);
- Requests for Additional Funding (098 SS 016);
- Surplus Sharing Process for Benchmarks (119 SS 024);
- Housing Fluctuating Employment Income (C 091 SS 009); and
- Child Care Increase Policy (C 152 SS 029)

be rescinded.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Under the City's approved Policy System (Policy CP2021-027) departments are required to regularly review Council Policies to ensure information is current, timely and relevant.

Rationale:

A recent review has identified five Human Services policies that are recommended to be rescinded.

The following four Housing Services policies are no longer required as the relevant direction in each area has been incorporated within new program operating procedures. Under the City's approved policy system, the directions under each document align with the Standard Operating Procedure framework of work instructions for staff to implement and apply established legislative programs.

- Reimbursement of Rent Geared to Income (RGI) Overpayments (096 SS 014) – replaced with SOP HP015 Reimbursement of Financial Assistance Overpayment
- Requests for Additional Funding (098 SS 016) – replaced with SOP HP025
- Surplus Sharing Process for Benchmarks (119 SS 024) – replaced with SOP HP026 Surplus sharing
- Housing Fluctuating Employment Income (C 091 SS 009) – replaced with SOP HP028 Fluctuating Income

The Child Care Increase Policy (C 152 SS 029) is being rescinded and replaced with the Management Directive "MD2022-005 Child Care Service Provider Fee Increase Request." The management directive framework is more applicable as it relates to general operational guidelines within approved budgets and provincially legislated programs.

Alignment to Strategic Priorities

This report supports the Good Government Strategic Priority by ensuring Council policies are current and relevant.

Consultations:

City Clerk's Office

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