



# Council Report

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**Report Number:** CLK2024-005  
**Meeting Date:** December 10, 2024  
**Title:** Council Policy Review Process  
**Description:**  
**Author and Title:** Sarah O'Connell, Deputy Clerk

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**Recommendation(s):**

That Report CLK2024-005, **Council Policy Review Process**, be received.

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

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

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

## **Background:**

A council policy is defined as a document that requires the approval of Council which relates to the following:

- the subject matter/issue has a direct impact on a reduction or increase of service delivery or defining the level of service;
- the subject matter/issue has significant material financial implications;
- there is a desire for Council support of the policy for sound Risk Management and/or accountability reasons;
- the policy deals with governance issues not specifically addressed through the procedural by-law; and/or
- there is a requirement by legislation to have a Council approved policy.

Council policies are maintained according to the direction that is provided by Policy CP2021-027, being the City of Kawartha Lakes Policy System Policy, a copy of which has been included as Appendix A to this Report.

Policy CP2021-027 provides that council policies will be reviewed at least once during each term of Council. This report is being provided to advise Council that staff are initiating the policy review that is required as per Policy CP2021-027.

## **Rationale:**

The City of Kawartha Lakes currently has eighty-eight (88) council policies, a list of those policies is attached as Appendix B, and it is important for those policies to be reviewed at least once during each term of Council to confirm:

- if the policy is still required;
- if the policy accurately captures the service being provided through the policy;
- if any administrative amendments are required; and
- if any legislative references are up-to-date and accurate.

The Clerk's Office will lead the policy review and, in consultation with the Divisions that are responsible for the services that are provided by each policy, will determine:

- which policies are no longer required;
- which policies require an update; and
- which policies are accurate and complete in their current iteration.

The Clerk's Office will report back to Council throughout 2025 to provide an update on the policy review, to seek council direction for any policy amendments that are required, and to seek council direction for any policies that are no longer required and need to be repealed.

## **Other Alternatives Considered:**

Council could determine that the policy review is not required at this time. This is not recommended as a policy review is required to maintain compliance with Policy CP2021-027.

## **Alignment to Strategic Priorities**

The policy review will align to the good government priority within the 2024-2027 Strategic Plan for the City of Kawartha Lakes.

The policy review provides an opportunity to review all of the council policies that are in place to confirm that they are up-to-date, accurate and efficient.

## **Financial Impacts:**

There are no financial impacts associated with the policy review.

## **Consultations:**

City Clerk  
Chief Administrative Officer

## **Attachments:**

Appendix A



CP2021-027

Appendix B



List of Policies

**Department Head email:** [critchie@kawarthalakes.ca](mailto:critchie@kawarthalakes.ca)

**Department Head:** Cathie Ritchie, City Clerk

**Department File:**