



Committee of the Whole Report

Report Number: CLK2026-006
Meeting Date: April 7, 2026
Title: Council Policy Review – Final Report
Description: Final Report Relating to the 2025 Policy Review
Author and Title: Sarah O’Connell, Deputy Clerk

Recommendation(s):

That Report CLK2026-006, **Council Policy Review – Final Report**, be received;

That the Council Policies outlined within Table C within Report CLK2026-006, be renumbered for inclusion in the City’s Policy Manual, replacing all predecessor versions; and

That this recommendation be brought forward to Council for consideration at the next Regular Council Meeting.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

Report CLK2024-005 was presented to Council at the Regular Council Meeting of December 10, 2024 to introduce the review process that would be undertaken for a review of the existing council policies. Report CLK2024-005 was received by Council. Subsequently, Report CLK2025-005 was presented to Council at the Regular Council Meeting of July 22, 2025 to provide a high-level overview of the policies that did not require an update, the policies that were under review, the policies to be repealed and the policies that were to be updated.

The policy review was initiated to comply with Policy CP2021-027, being the City of Kawartha Lakes Policy System Policy, which requires that all council policies be reviewed at least once during each term of Council.

Staff have worked to review each council policy 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.

This report is intended to provide an overview of the council policies that did not require any updates and to request approval for those policies to be renumbered to a 2026 policy number. The 2026 policy number will serve as a convenient point to reference to confirm that the policies are considered to be up-to-date as of 2026.

Rationale:

When the policy review was initiated, there were eighty-eight (88) council policies to be reviewed.

As a result of the review, the following policies have been implemented or updated by council resolution:

Table A	
CP2025-001	Encampment Response Policy (New Policy)
CP2025-002	Legacy Community Hydro Electric Systems Transfers Policy (C.H.E.S.T.) Fund Grant Policy (Updated)
CP2025-003	Alcohol Management on Municipal Premises Policy (Updated)
CP2025-004	Right of Way Widths Policy (Updated)
CP2025-005	Level of Service Policy – Water and Wastewater (Updated)
CP2025-006	Telecommunications and Antennae System Siting Policy (Updated)
CP2025-007	Victoria Manor Delegated Authority Policy (Updated)
CP2025-008	Credit Granting Policy (Updated)
CP2025-009	Tile Loan Policy (Updated)
CP2025-010	Agricultural Tile Drain Discharge to Roadside Ditches Policy (Updated)
CP2025-011	Whistleblower Policy (Updated)
CP2025-012	Pre-Servicing of Subdivision Lands Policy (Updated)
CP2025-013	Street Sweeping Level of Service Policy (Updated)
CP2026-001	Use of Corporate Resources for Election Purposes Policy (Updated)
CP2026-002	Municipal Election Recount Policy (Updated)
CP2026-003	Traffic Management Policy (Updated)
CP2026-004	Compensation Benefits Policy (Updated)
CP2026-005	Recruitment Policy (Updated)
CP2026-006	Budget and Surplus/Deficit Policy (New Policy)

CP2026-007	Procurement Policy (Updated)
CP2026-008	Deputy Mayor Policy (New Policy)
CP2026-009	Extra Strength Surcharge Policy (Updated)
CP2026-010	Disposal of Real Property Policy (Updated)
CP2026-011	Real Property Acquisition Policy (Updated)
CP2026-012	Land Management Policy (Updated)
CP2026-013	Dock Encroachment Policy (Updated)
CP2026-014	Policy System Policy (Updated)
CP2026-015	Council Expense Policy (Updated)
CP2026-016	Elected Officials Records Correspondence Policy (Updated)
CP2026-017	Confidentiality of Information Policy (Updated)
CP2026-018	PHIPA Delegation Policy (Updated)
CP2026-019	Access, Information and Privacy (MFIPPA) Policy (Updated)
CP2026-020	Flag Policy (Updated)
CP2026-021	Customer Experience Council Policy (New Policy)
CP2026-022	Corporate Complaints Handling Policy (Updated)

The following policies have been rescinded by council resolution:

Table B	
CP2016-010	Occupational Health and Safety Policy
CP2017-007	Vacant Rebate Policy
CP2020-002	Sustainable Procurement Policy

CP2021-014	Budget Policy
CP2021-019	High Bill Adjustment Policy
CP2021-043	Crossing Guard Policy
CP2023-003	Capital and Special Project Policy
CP2024-009	Operating Surplus Disposition Policy
CP2026-001	Employee Expense Policy
CP2016-010	Occupational Health and Safety Policy

The following policies did not require any update and will be renumbered, with council approval:

Table C	
CP2016-018	Code of Conduct – Employees
CP2017-010	Assumption of Private and Unassumed Roads Policy
CP2018-010	Streetlight Warrant Policy
CP2018-018	Code of Conduct and Ethics – Members of Committees, Boards and Task Forces
CP2019-002	Pregnancy and Parental Leave Policy for Members for Council
CP2019-003	Strategic Asset Management Policy
CP2019-004	Affordable Housing Incentives Policy (note: this Policy was originally marked as 'to be updated' however, no changes were required).
CP2020-001	Code of Conduct and Ethics – Members of Council and Local Boards
CP2020-002	Backwater Valve Subsidy Program Policy (note: this Policy was originally marked as 'to be updated' however, no changes were required)
CP2021-001	Roadside Memorial Policy

CP2021-002	Non-Emergency Fleet Policy
CP2021-003	Seasonal Level of Service Policy
CP2021-007	Water System Cross-Connection Control Policy (note: this Policy was originally marked as 'to be updated' however, no changes were required)
CP2021-008	Rural Mailbox Policy
CP2021-012	Fenelon Falls Powerlinks Fund Disbursement Policy (note: this Policy was originally marked as 'to be updated' however, no changes were required)
CP2021-023	Children's Services Program Delivery Delegated Authority Policy
CP2021-024	Housing Service Manager Delegated Authority Policy (note: this Policy was originally marked as 'to be updated' however, no changes were required)
CP2021-025	Ontario Works Program Delivery Delegated Authority Policy
CP2021-030	Accessibility Policy
CP2021-035	Public Art Policy
CP2021-037	Archives Policy
CP2021-040	Heritage Applications Policy
CP2021-044	Roadway Classification System Policy
CP2021-045	Level of Service Policy – Road Winter Maintenance
CP2021-046	Level of Service Policy – Sidewalk Winter Maintenance
CP2022-002	Delegation of Council Powers and Duties Policy
CP2022-011	Artifact Policy
CP2023-002	Coloured Crosswalk Policy
CP2024-001	Economic Development Fund Policy

CP2024-002	Archival Preservation Policy
CP2024-003	Corporate Art Collection and Management Policy
CP2024-004	Archival Exhibition Policy
CP2024-006	Replevin of the City of Kawartha lakes Records Policy
CP2024-007	Asset Retirement Obligation Policy
CP2024-008	Extra Strength Surcharge Policy

Renumbering the policies that are included within Table C will provide confirmation that the policies are considered up-to-date as of 2026. Once the policies within Table C are renumbered, this will bring the total number of policies to 70 (being 35 new or updated policies, plus 35 renumbered policies, less 10 repealed policies).

In addition, the following policies are under review and the anticipated date for their consideration by Council has been noted:

Table D:		
CP2018-015	Council Computer Systems Policy	To be reported to Council by the end of Q2, 2026
CP2022-001	Street, Municipal Facility and Park Naming Policy	To be reported to Council at the Committee of the Whole Meeting of April 7, 2026
CP2021-016	Corporate Billing and Collection Policy	To be reported to Council by the end of Q2, 2026
CP2021-018	Financial Management Policy	To be reported to Council with the Long Term Financial Plan
CP2021-029	Records Management Program Policy	To be reported to Council by the end of Q2, 2026

CP2022-007	First Nations Consultation Policy	To be reported to Council with the Indigenous Reconciliation Strategy
CP2022-008	First Nations Land Acknowledgement Policy	To be reported to Council with the Indigenous Reconciliation Strategy
CP2022-009	Repatriation of Indigenous Artefacts and Remains to and Sharing Archival Information with First Nations	To be reported to Council with the Indigenous Reconciliation Strategy
CP2022-010	Education in Response to the 57 th Call to Action from the Truth and Reconciliation Commission	To be reported to Council with the Indigenous Reconciliation Strategy

Other Alternatives Considered:

Should Council wish to review any of the policies within Table C, direction would be required to direct that a specific policy be forwarded to Staff for review and report back.

Alignment to Strategic Priorities

The policy review aligns with the good government priority within the 2024-2027 Strategic Plan for the City of Kawartha Lakes. The policy review has provided 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/Operation Impacts:

There are no operational impacts associated with the policy review.

Consultations:

City Clerk
 Chief Administrative Officer

Attachments:

Department Head email: critchie@kawarthalakes.ca
Department Head: Cathie Ritchie, City Clerk