



## AGENDA ITEM

### Administration Policy Review

March 25, 2021

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#### **BACKGROUND**

County departments have been reviewing Council policies over the past several months. Most recently Community Services reviewed with Council policies covering areas such as agriculture, enforcement, fire, and environmental services.

Corporate Services is next in line to review policies. The bulk of the policies that are the responsibility of Corporate Services are in the administration category. The administration policy section of the County Policy Handbook covers a variety of topics including finance, communications, human resources, information services, cemetery, and FCSS.

A number of these policies are currently being reviewed as part of separate projects, specifically finance policies covered by the reserve review and policies affected by the FCSS review. Based on the work that is currently underway, staff have prepared a schedule of the policies and the timelines for their review. A copy is attached as Schedule "A."

Several policies have been updated and are attached. The remaining policies will be presented to Council over the next several meetings.

#### **ANALYSIS**

Administration has reviewed 30 policies. Of these 30 policies, four policies are new and current and require no action. The remaining set of policies will be reviewed and updated over the coming weeks.

Three policies have been reviewed and are ready for Council's consideration.

1. AD(10) County Vehicle Use has been updated to ensure consistency with Canada Revenue Agency's current guidelines. This policy will be presented separately by human resources.
2. AD(21) Cemetery Support has been updated to reflect the fact that several urban municipalities have unique funding agreements for their cemeteries. Other updates also include reference to County Manager and the current annual grant for rural cemeteries.



3. AD(31) Memorial Objects for Cemeteries has had references to County Commissioner updated to County Manager.

The next set of policy updates will have significant updates to them as many of them have not been reviewed for several years. The following will be presented at the next meeting of Council:

1. AD(23) - Internet & Email Use
2. AD(38) - Surveillance Cameras
3. AD(3) - Recovery of Taxes on Property Not Related to Land

## **ALTERNATIVES**

1. Approve this report as information.
2. Approve Policy AD(21) Cemetery Support as presented
3. Approve Policy AD(31) Memorial Objects for Cemeteries as presented.
4. Provide alternative changes to either AD(21) or AD(31) or both.

## **BUDGET IMPLICATIONS**

These policies have no major impact on budget. There is no additional cost to implement the proposed changes to these policies.

## **LEGISLATIVE RESPONSIBILITIES**

Policies are governed by Municipal Government Act, RSA 2000, c M-26 provisions:

- Section 3 – The purposes of the municipality are... (b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality.
- Section 5 – A Municipality has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy.
- Section 180(1) - A council may act only by resolution or bylaw.

## **PUBLIC PARTICIPATION**

The County's public participation related to these policies is limited to informing the public by adding and/or updating the policies on the County's website.



**STRATEGIC PLAN**

OUR VISION

An attractive, balanced, and progressive community.

OUR MISSION

To build a safe and vibrant community through leadership, innovation, and healthy relationships.

OUR KEY PRINCIPLES

Recognizing our history and solid foundation, we approach the role of providing the best possible level of municipal services for our citizens through a base of collaborative and supportive teamwork.

Accountable & Transparent

- For our decisions
- For our actions

**RECOMMENDATION**

That Council take the following actions:

1. *That Council receive this report for information.*
2. *That Council approve updated Council Policy AD(21) Cemetery Support as presented.*
3. *That Council approve updated Council Policy AD(31) Memorial Objects for Cemeteries as presented.*

**PREPARED BY: Michael Minchin, Director of Corporate Services**

**REVIEWED BY: Tim Timmons, County Manager**