



## Report to Council

**To:** Mayor and Council File No: 110-40  
**Date:** June 9, 2025  
**From:** Sue Wood, Manager, Legislative Services  
**Subject:** Corporate Policy Update

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**Purpose:** To provide Council with the status of a Corporate policy review and offer options for future maintenance.

**Recommendation:**

THAT Council authorize the Chief Administrative Officer, Divisional Director and the Corporate Officer, as a whole, to identify Council Policies to be rescinded that are obsolete and adopted or amended prior to 2010;

AND FURTHER, that Administration provide a list of these policies for Council to formally rescind.

**Background:**

a. Rationale:

Administration is reviewing all policies and creating a master register of the Council and Administrative policies. A draft "Administration of Corporate Policies" policy (Attachment 1) that structures all Corporate policies, how they are managed and where they are available will be used as the foundation moving forward. This policy is considered an Administrative policy and will have procedures developed to better detail the process.

Currently active are: 58 Administrative and 156 Council policies. There are 92 Council policies that are more than fifteen years old and, if provided the authorization of Council, would be reviewed and identified to be rescinded by the Chief Administrative Officer, Divisional Director and Corporate Officer. These would require review and sign off by all three of the above positions. This process will take time due to the volume of policies to be reviewed. It will also identify policies that require a re-write or an amendment.

Should Council approve the recommendation, Administration will periodically provide Council with a list of policies to formally rescind, without a detailed report or copies of the policies as they have already been researched and reviewed. Attachment 2

provides a few examples of some Council policies that Administration would recommend be rescinded.

This review has also identified Council policies that are better aligned and managed as an Administrative policy. These will be brought forward in the future with a recommendation for Council to consider rescinding the Council policy upon approval of the Administrative policy.

b. Relevant Policy/Bylaw/Resolutions/Legislative Authority:

c. Council's Strategic Plan Alignment:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Governance & Organizational Excellence | <input type="checkbox"/> Livability     |
| <input type="checkbox"/> Recreation, Parks & Natural Areas                 | <input type="checkbox"/> Vibrancy       |
| <input type="checkbox"/> Environmental Leadership                          | <input type="checkbox"/> Not Applicable |

d. Committee Recommendations:

N/A

**Financial Implications:**

N/A

**Alternatives & Implications:**

1. Direct Administration to provide all Corporate Policies, that are recommended to be rescinded, to Council with a detailed report for their review and decision.

*Note: Due to the amount of outdated policies, this option would result in a significant amount of staff resources being dedicated to preparing Council reports for each individual policy, which will prolong the policy review process.*

2. Provide authority to Administration to identify Corporate Policies to be rescinded that were adopted or amended prior to 'as cited by Council'.

*Note: This option allows Council to set a different date then the recommendation of 'adopted or amended prior to 2010' should Council want to broaden the scope (ie: 2015) or limit the scope (ie: 2005).*

**Communication:**

Upon approval by the Chief Administrative Officer, Policy # 2025-01-01, Administration of Corporate Policies, will be posted on the website.

**Attachments:**

Attachment 1 – Draft - Administration of Corporate Policies

Attachment 2 – Council Policies (examples)

Reviewed by: Kevin Poole, Director, Corporate Administration

Approved by: Peter Weeber, Chief Administrative Officer