



The Corporation of the Town of LaSalle

Date	March 16, 2017	Report No:	CL-1-17
Directed To:	Mayor and Council	Attachments:	Appendix "B" Appendix "C" Appendix "D"
Department:	Council Services	Policy References:	Policy Manual
Prepared By:	B. Andreatta, Director Council Services/Clerk		
Subject:	Corporate Policy Manual Update		

RECOMMENDATION:

That the report of the Director Council Services/Clerk dated March 16, 2017 recommending a new consolidated Policy Manual for corporate policy BE APPROVED and the policies noted in Schedule "B" as being redundant along with corresponding resolutions BE RESCINDED and the By-Laws that approved same BE REPEALED and that the policies as noted in Schedule "C" BE APPROVED.

REPORT:

The Town has long had a policy manual containing policies adopted by Council and various standard practices. While the manual has continued to be updated when policies have been revisited, a thorough review of 150 policies was conducted as the overall manual had not been reviewed in many years. A standard policy template was developed to ensure consistency. The Corporate Policy Manual is being recommended to Council for approval (enclosed as **Schedule "A"**). The Town's policies will be posted to the website so that it is accessible to all citizens. The website will include a comprehensive listing of all Council approved policies currently in place, with the ability to view the policy on-line. A hard copy of the manual will be located in our central filing system.

Attached as **Schedule "B"** is a list of policies that have been reviewed and deemed to be redundant, due to changes in enabling legislation, responsibility or because the subject matter of the policy is contained within a separate by-law, resolution or policy.

Attached as **Schedule "C"** is a list of new policies that require Council approval. The general purpose of each policy is outlined below:

1. Awards Policy -The general purpose of this policy is to establish a process and timelines for submitting nominations and selecting recipients each year for the Citizen of the Year Award, the Young Citizen of the year Award, the Outstanding Service Club Volunteer Award, the Outstanding Board Volunteer Award, Milestone recipients of 15, 25, or 30 years or more of service with a community service club or organization and the Council Award for Regional Achievement. This policy was reviewed with Councillor Meloche, Chair of Volunteer Recognition.


2. Council Compensation & Travel Policy- Although this is not a new policy the name is new. This policy combines previous policies to formulate one comprehensive policy. The purpose of the policy is to define compensation and eligible expenses for the Mayor and members of Council of the Town of LaSalle.

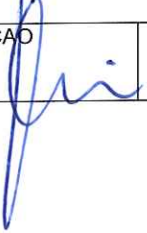
3. Records and Information Management Policy- The purpose of this policy is to establish a framework for efficiently and effectively managing records of all formats. The records and information management program will ensure that the Town of LaSalle maintains, preserves and disposes of records in accordance with fiscal, operational, legal and regulatory requirements and in accordance with historical/archival needs. This policy will be a means of facilitating good record keeping practices and aims to foster accountability and transparency in records and information management.

Attached as **Schedule "D"** is a list of policies that have been left with departments to re-write and/or ascertain their viability. These policies will be brought to Council for approval once re-written by the department and added to our Corporate Policy Manual. Any policy that is determine to be redundant or not required will be rescinded.

To ensure that the Town's Council approved policies reflect current practise a review of the policy will be required by the department responsible every two years. A request to review the policy will be generated by the Records Management Clerk and forwarded to the appropriate department.


 Brenda Andreatta
 Director Council Services/Clerk


 Agatha Armstrong
 Deputy Clerk

Reviewed by:							
CAO 	Finance	Council Services	Public Works	DSI	Culture & Rec	Fire	



TOWN OF LASALLE POLICIES TO BE RESCINDED

Policy #	Policy Name	Date	Authority	Reason
1	Animal Control Services	1999-11-09	Res. 9369/11 By-Laws 5896, 6279, 6688, 7039, 7601	Not required – Animal Control hired by contract
4	Building Permits	1992-01-21	Res. B-30/92, B-717/94, B-2040/96	Not required - contained in Building Code and User Fee Schedule
8	Connecting Link	1998-05-12	By-Laws 5704, 6843	Not required - synopsis of a By-law
9	Construct Dwelling on an Occupied Lot	1995-09-26	Res. PO-1758/95	Not required - contained in Building By-law
10	Council meetings - no anonymous letters	1975-03-04	1975-03-04 Minutes	Not required - contained in Procedure By-law
	Council meetings - council meet with admin prior	1996-05-07	Res. A-2209/96	Has not been practice since changes to Municipal Act open meeting
11	Deeming Process	1999-08-31	By-Law 5861	Not required - authority under Planning Act
12	Developer's Agreements	1996-02-20	Res. F-1998/96, PO-2029/96, PW-2532/96, 4039/99, 4106/99	Not required- Bouffard/Howard Development Standards manual in use and individual negotiations.
13	Development Charges	1991-11-05	Res. PO-2758/97 By-Laws 4738, 5328, 5861, 6456	Not required - contained in updated By-Law
14	Exotic Animals	1995-06-06	By-Law 5228	Not required - contained in By-law 5228, Repealed and replaced by By-Law 7841
15	Fees - Letters of Inquiry	1999-03-01	Res. F-3874/99, PW-3903/99	Not required - replaced by User Fee Schedule adopted by By-law
18	Fences	1994-11-08	By-Laws 5136, 5475, 5763, 6287	Not required - synopsis of By-Laws
19	Firearms - Discharge of	1995-10-24	By-Law 5304	Not required - synopsis of By-Law 5304
20	Fire Protection - County	1989-12-05	By-Law 4533	Not required - Title only of By-Law 4533
21	Fires - Setting of	1991-01-08	By-Laws 4667, 4980, 7170	Not required - Synopsis of By-Laws 7170, 4667 & 4980
22	Fireworks	1966-06-28	By-Law 2854	Not required - Synopsis of By-Law 2854



23	Garbage Collection	1974-02-05	By-Law 3462	Not required - Title only of By-Law 3462
24	Garbage Collection Services	1994-05-24	By-Laws 5061, 5922, 6689, 7288A	Not required - By-Law authorizing agreement with contractor
25	Council Committee Appointments	2001-02-13	Res. 5070/01, 8401/08, 8700/09, 9303/10, 231/13	Resolutions appointing committee members in previous years
27	Indemnity Bonds	1996-03-19	Res. PO-2089/96	Not required per Director of Finance/Treasurer
30	Proceedings of Council	1999-12-21	By-Laws 5921, 6045, 6195, 6647, 7009, 7038	Not required - Procedure By-Law 6647 in place
31	Library Services	1998-07-07	By-Law 5734	Not required - By-Law 5734 in place
32	Location/Elevation new construction	1989-09-26	By-Laws 4498, 4654, 4681	Not required - By-Laws 4498, 4654 & 4681 in place
33	No reimbursement for lost articles at rec facilities	1996-03-25	Res. PO-2106/96	Not required - Departmental Policy
34	Mining Operations	1987-10-13	By-Laws 4291, 4292	Not required - Title only of By-Laws 4291 & 4292
35	Model Home Construction	1995-06-20	Res. BU-1626/95, PO-2140/96, 5036/01	Not required - contained in Building By-law
36	Use of Municipal Facilities	1997-01-07	Res. PO-2587/97	Not required - new policy to be created referencing current facilities
38	Acquisition of municipal vehicles	1992-05-12	Res. PO-230/92	Not required - covered by Purchasing By-Law
39	Noise Control	1979-05-08	By-Laws 3783, 4262, 5727	Not required - contains titles of By-laws 3783, 4262 & 5727 only
40	Parking - Temporary Use	1999-04-13	By-Law 5818	Not required - contains title of By-law 5818 only
41	Parking in Parks & Parking Lots	1995-03-14	By-Law 5184	Not required - synopsis of By-Law 5184 only
42	Parks Programs	1996-05-03	By-Law 6902 Res. P/R 2058/96, 2097/96, P/R 2252/96	Not required - replaced by User Fee Schedule adopted by By-law
43	Pedestrian & Bicycle	1999-05-25	Res. 4038/99, 8084/07	Not required - Already updated
46	Property Standards	1975-04-15	By-Laws 3550, 3636	Not required - Title only of By-Laws 3550 & 3636
49	Rental - Senior's Organization	1996-03-25	Res. F-2095/96	Redundant - Seniors' rental at Colonel Bishop school
51	Rezoning - Holding Residential	1994-03-15	Res. PL-764/94, PL-873/94, PO-1091/94, PL-3475/98	Not required - Internal procedure



53	Sewer Installation	1996-08-27	Res. PW-2379/96	Not required per Director Public Works
54	Sewer Service Rate	1993-07-27	Res. SS-356/93 By-Laws 4152, 4199	Not required - Obsolete
55	Sewage Treatment	1989-02-28	By-Laws 4419, 6300	Not required - synopsis of By-Laws 4419 & 6300 only
56	Speed & Wake Control	1995-06-06	Res. DC-1568/95	No jurisdiction
57	Use of athletic complex at Sandwich Secondary	1997-06-10	By-Law 5580	Not required - Title of By-law 5580 only
58	Street Lighting	1999-08-30	Res. 4212/99	Not required per Director Public Works
59	Storm Drainage	1997-04-15	Res. DR-2772/97	Per Director Public Works, a procedure not a policy
60	Taxi Licensing	1998-07-21	By-Laws 5675, 5762, 5974, 6215, 6454, 6946, 7276	Not required - Title only of By-law 5974 re Taxi Licensing
62	Traffic Signal Maintenance	1997-07-22	Res. PW-2933/97	Redundant - speaks to LaSalle Hydro Department responsibility
66	Water Supply - Windsor Utilities	1988-03-08	By-Laws 4313, 4679	Not required - Title only of By-Laws 4313 & 4679
67	Weeds - Growing & Cutting	1998-05-26	Res. PO-3427/98, 9154/10 By-Laws 6311, 6525, 7269	Not required - contracted weed cutting approved by agreement
68	Sick Leave Buyout	1999-02-16	Res. PR-3862/99	Redundant- new sick leave policy in place
69	Emergency Plan	1999-12-07	By-Law 5917	Not required - Title only of By-law 5917. Plan since updated
70	Revised Investment Policy	1999-07-06	Res. 4113/99	Replaced by new Policy adopted Jan'16 by CR28/16
72	Home Occupations	1999-12-07	By-Law 5914	Not required - synopsis of By-law 5914
73	Purchasing Policy	1999-08-17	Res. 4177/99 By-Law 6486	Replaced by new Policy adopted Jan 26/16 by By-Law 7864
75	Herbicides and Pesticides	2000-08-22	Res. 4817/00	Authority is Pesticides Act, 1990 & Cosmetic Pesticides Ban Act/08
78	Local Improvement Petition	None	None	Local Improvement Act repealed Jan 1/03
79	Personnel-Addition or Shifting	2001-03-15	Res. 5137/01	Superseded by budget process, Business Plans and Goal Setting
80	Sign By-Law	2004-03-23	By-Laws 6407, 6613, 6782	Not required - Titles of By-law 6407 and amending By-laws only
84	Inspectors - Appoint Fire Personnel	2001-04-10	By-Law 6074	Not required - Appointed by By-law 6074
85	Fire Service - Establishing & Regulating By-Law	2001-04-10	By-Laws 6073, 7333	Not required - Title of By-Law 6073 and amending by-laws only



86	Contracting services of retired staff	2001-10-09	Res. 5406/01	References retirement age. Individual cases to be negotiated
90	Obstructions on Roadways	2002-03-12	By-Law 6197	Not required - Synopsis of By-Law 6197 only
91	Load Limits	1997-02-04	By-Law 5508, 5898	Not required - Load limits established by By-Laws 5508 & 5898
99	Pre-authorized Tax Payment Plan	1996-12-03	By-Laws 5483, 6233	Not required - Synopsis of By-law 6233 only
100	Line Fences Act	2003-03-11	By-Law 6287	Not required - Synopsis of By-Law 6287 only
101	Fortification of Land	2003-03-11	By-Law 6286	Not required - Synopsis of By-Law 6286 only
102	Animals - Impounded	2002-08-27	By-Law 6242	Not required - Synopsis of By-Law 6242 only
104	Mobile Vendors & Transient Traders	1949-09-12	Res. 6252/03 By-Laws 1246, 3289	Not required - Synopsis of By-Law 3289
105	Drain Layer Licensing	1985-05-28	By-Law 4097	Not required - Synopsis of By-Law 4097 only
107	Cash Management & Investments	2003-10-14	Res. 6408/03	Replaced by new Policy adopted Jan '16 by CR28/16
110	By-law Enforcement	2004-02-24	By-Law 6402	Not required - Synopsis of By-Law 6402 only
111	Sewage System Management	2003-01-14	By-Law 6270	Not required - Title of By-Law 6270 only
112	Holiday Exemptions - Windsor Crossing Outlet	2003-07-08	By-Law 6322	Not required - Title of By-Law 6322 only
113	Joint Use - Facilities at Holy Cross	2002-09-10	By-Laws 6245, 6970	Not required - Title of By-Law 6245 & 6970 only
114	Moving a Structure or Building	1964-09-01	By-Law 2590	Not required - Title of By-Law 2590 only
117	Minimum Remuneration for Committees	2005-02-22	Res. 7031/05	Minimum meeting compensation - now remunerated per annum
118	Freedom of Information	2006-04-25	Res. 7570/06	Not required - Delegated Authority & steps outlined in the Act
121	Regulate Number of Cats	2006-06-13	By-Law 6681	Not required - Synopsis of By-Law 6681 only
130	Site Plan Delegation for Woodlots	2007-12-11	By-Law 6898	Not required - Covered in Delegation of Authority By-Law 7762
132	Medical Aid 1st Response - Fire	2007-04-10	By-Law 6794	Not required - Title of By-Law 6794 only
134	Eat Smart Policy	2008-03-11	Res. 8375/08	Not required - Replaced with Meet Smart Policy
140	Parking/Storage of Recreational Vehicles	2010-04-13	By-Law 7147	Not required - Title of By-Law 7147 only
147	Police Service user fees	2011-12-13	By-Law 7347	Not required - Title of By-Law 7347 only
149	Dog Licensing/Regulating By-law	2012-07-10	By-Law 7418	Title of By-law 7418 now repealed
151	Water Billing Disputes	2013-05-14	Res. 182/13	Replaced by Water & Wastewater Billing & Collection Policy



153	Accessibility when Purchasing	2014-10-14	Res. 390/14	Policy incorporated in Purchasing and Procurement By-Law 7864
	Sub Lease 1301 Front Rd to Tai Kwan Do	2000-02-29	By-Law 5936	Lease terminated Dec 31/02
	Lease of 5700 Malden Rd	2003-12-16	By-Law 6366	Lease terminated - dwelling demolished
	Records Management Policy	1990-01-16	By-Law 4544	New Records and Information Management Policy



NEW POLICIES FOR COUNCIL APPROVAL

Policy Name	Responsible Department	Notes
Awards Policy	CAO Office	
Council Compensation & Travel	Council Services	This policy combines previous policies: Policy 7 – Conferences & Seminars Policy 136 – Transportation Travel Policy 117 – Minimum Remuneration to Council Appointed Committee Members Policy 106 – Meeting Rates – Established by Mayor / Chair Policy 48 – Remuneration / Expenses for Council, Appointees & Employees
Records and Information Management Policy	Council Services	Rescinds By-Law 4544



OUTSTANDING POLICIES

Policy #	Policy Name	Date	Authority	Responsible Department
37	Municipally Owned Property	1994-10-25	Res. PO-1148/94, PO-2016/96, PO-2344/96, 5138/01, 5992/02, 5994/02, 6159/03, 8192/07 By-Laws 5198, 6065, 6807	CAO Office Development & Strategic Initiatives
63	Tree Planting Program	1991-01-08	Res. PO-6/91, MP-2301/96, PO-2320/96	Public Works
82	Water Services – Repair of Private Water Services from Main to Home	2001-07-10	Res. 5305/01	Public Works
123	Driveway Culverts – Replacement	2007-05-22	Res. 7968/07	Public Works
143	Water Charges for Permit	2011-06-28	Res. 9601/11	Public Works