

Item:



Committee of the Whole (Working Session) Report

DATE: Wednesday, June 06, 2018

WARD(S): ALL

TITLE: Corporate Policy Development and Modernization –Approval Authorities and Prioritization

FROM:

Todd Coles, City Clerk

ACTION: DECISION

Purpose

The purpose of this report is to advise Council on the progress made to date in the Corporate Policy Review and Modernization initiative and to present a recommended categorization of existing City of Vaughan policies by separating policies for Council or Administrative approval. Additionally, some policies have also been identified for repeal.

Recommendations

1. That Committee approve the assigned approval-authorities outlined in Attachment 1 of this report; and,
2. That Committee approve the policies identified for repeal as outlined in Attachment 2 of this report.

Report Highlights

- In support of the policy review and modernization initiative, all current City of Vaughan policies have been comprehensively reviewed in consideration of the Council-approved authority framework.
- Through a coordinated consultation process, policies have been reviewed and considered in conjunction with the approval-criteria and have been designated for Council or Administrative approval.
- Policies that were determined to be candidates for repeal have been identified for approval.
- Staff will proceed to review, revise and update previously approved policies to conform to new templates and requirements.

Background

The City of Vaughan currently has 146 corporate policies across 22 departments. As previously reported to Council, an initial assessment of Vaughan's policy development resources and practices found that although Vaughan has many of the necessary tools in place, improvements are needed to strengthen accountability, transparency and empowerment through the policy process.

The policy assessment identified the need to more clearly distinguish between Council policies and administrative policies, and between policies and procedures. It also identified a requirement for more regular policy reviews to ensure that policies stay current with legislative and operational requirements.

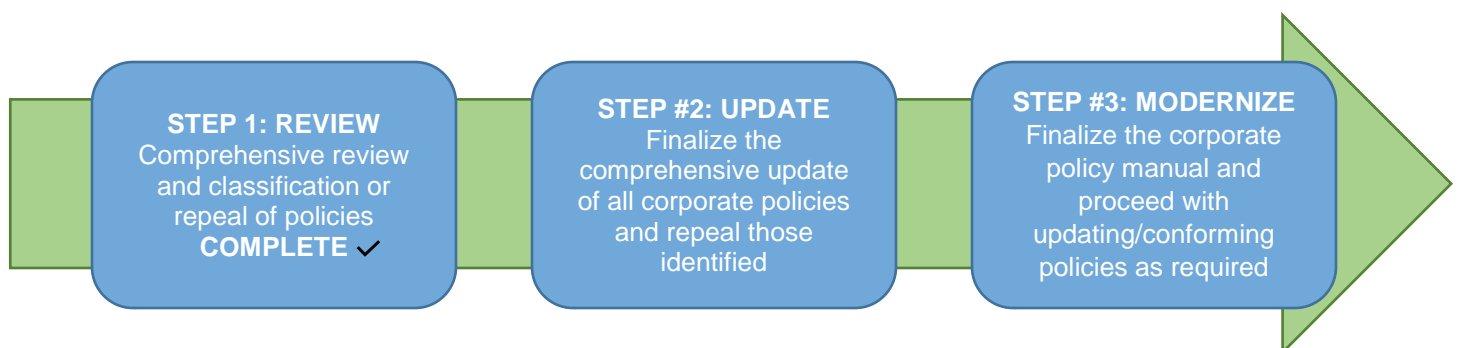
On February 21, 2018, Council ratified a new corporate approval authority criteria and policy and procedural templates in conjunction with a delegation by-law granting authority to the City Manager to approve Administrative policies and make minor technical amendments to Council-approved policies. Council also approved the corporate policy on Corporate Policy Development which provides a framework for the City to govern the development, review, and maintenance of corporate policies to ensure consistency, accountability and transparency of all policies.

In response to this approval, a three-step approach to updating the Corporate Policy Manual has been devised.

Step #1 - Review: entails a comprehensive review of all current policies to determine if existing policies should be approved by Council or the Administration. This review was carried out by the Policy Committee in conjunction with staff and included a comparative review amongst other municipalities. The assigned list in Attachment 1 is a detailed outline of all policies, their priority and recommended approval authority.

Step #2 – Update: based on strategic direction from Council regarding the recommended approval authority of existing policies or those recommended for repeal, the Corporate Policy Manual will be updated accordingly.

Step #3 – Modernize: will involve modernizing the Corporate Policy Manual to reflect the revised approval authorities of current corporate policies as well as the migration onto the new corporate templates.



Improving the City's policies and policy processes through the Corporate Policy Development and Modernization initiative will strengthen accountability, transparency and empowerment through the policy process.

This initiative supports the Term of Council Priority "*Continue to advance a culture of excellence in governance*", and the Service Excellence Strategic Initiative "*Leadership Alignment – develop and implement a leadership alignment process that aligns people, process and technology to foster a culture of service excellence*".

Previous Reports/Authority

[Corporate Policy Review and Modernization](#)

[Update on Leadership Alignment Policy Review](#)

Analysis and Options

Distinguishing between Council and administrative policies and assigning approval authority to the appropriate level is consistent with modern governance practices and enhances operational performance and service delivery.

Policies are fundamental tools of municipal governance that facilitate consistent decision-making. Both Council and administration (staff) require policies to help make decisions. However, Council and administrative policies differ in their function and approval authority. Council provides direction to the City's administration through the City Manager and through this direction, staff implement Council's decisions and establish administrative policies, practices and procedures accordingly.

With approval of the policy on Corporate Policy Development, staff completed the next phase of the Corporate Policy Development and Modernization Initiative.

Engaging the enacted approval authorities, the Policy Committee in conjunction with staff, conducted a review of existing corporate policies in consideration of the new Council-approved approval-authority criteria.

During this review, staff developed recommendations for:

a) Appropriate approval authorities for each policy:

Applying the definitions and criteria established in the revised policy on Corporate Policy Development, appropriate approval authorities (Council or Administration) were assigned to each policy.

b) Priority Policies:

Through a coordinated review of current Corporate policies, respective policy owners, department heads and staff assessed policies for priority review in consideration of the policy's currency, sensitivity, and legislative compliance in addition to those identified by Council. These Council-approved policies are outlined in Attachment 3.

c) *Policies that should be repealed:*

Criteria for repealing a policy included but was not limited to the age of the policy, compliance with legislative requirements, current organizational operations, reflectiveness of current standards and practices and alignment with the Council-approved definitions of “policy” and “procedure”. In addition to existing policies being identified for repeal, the opportunity to consolidate policies resulted in an additional repeal category; “Repeal Pending”. Policies identified as “Repeal Pending” are recommended for consolidation and upon combination with another existing policy, can be appropriately repealed. These policies will be identified and reported back on to Council for approval.

Repealing outdated, duplicate and non-compliant policies supports a streamlined and accountable approach.

77 policies have been identified as policies which are “no longer required/suitable for repeal” and have met at least one of the following rationale characteristics to support the recommended repeal. The rationale provided are as follows:

1. Program or program funding no longer exists
2. Regulation or legislation is already in place
3. Policy has been replaced with another policy or by-law
4. Policy conflicts with another policy or by-law
5. Policy is outdated or dysfunctional
6. Policy is a procedure

A concise explanation of the rationale has been provided for each policy in Attachment 2.

Policies which need to be amended and updated are not identified in Attachment 2, these will be brought forth to Council ad hoc upon completion of revision.

Policy categorization will comply with the revised Policy on Corporate Policy Development (03.A.01) and Delegation of Approval of Administrative Policy by-law (033-2018).

Existing corporate policies listed in Attachment 1 have been categorized as either “Council” or “Administrative” by the Policy Committee and supporting staff using the approved guiding framework. It should be noted that the majority of policies (59 policies) are considered to be “Council” policies and as such, would be subject to Council’s approval in the future for any substantive amendments to or repeal of those policies. For those policies which have been categorized as “Administrative” (10 policies), would be subject to Administrative approval in the future for any substantive amendments to or repeal of those policies.

Upon approval of the categorization of existing corporate policies, staff will proceed with the next phase of the Corporate Policy Development and Modernization Initiative.

Staff will continue to inventory all policy documents and format them to conform to the new corporate document templates. During this process, staff will also flag documents that require a further 'detailed review' if necessary, and identify gaps where a requirement to develop a new policy is required.

Increasing transparency through the utilization of a new Corporate Policy Manual website.

The Policy Coordinator shall post a reference copy of approved Council policies on both the City website and Corporate intranet via Vaughan Online (VOL). Administrative policies will be made available on the Corporate intranet site (VOL) and will be selectively available on the Corporate website as determined by the Policy Committee.

Upon approval of Administrative policies, the Policy Coordinator will formally communicate approvals to Members of Council.

In addition to the Policy Modernization initiative, staff will undertake a comprehensive review of certain City by-laws to assess for conformity, ensure consistency and compliance while identifying opportunities to consolidate.

Through research conducted for the policy framework development and modernization, it became clear that efforts to strengthen policy capacity must also consider the available governance instruments a municipality has available. Municipalities can use by-laws, policies, and procedures to conduct their business, but each of these tools serves a distinct purpose. Building and streamlining both policy and by-law capacity supports a transparent approach to decision-making, authority and processes.

For example, this assessment will include a review of the City's Procedural by-law (7-2011), the preparation of a Committee of Adjustment Procedural by-law as well as other by-laws that should be reviewed in support of a new term of Council. This assessment will involve an online document review investigating other Canadian Municipal by-laws practices and procedures in consideration of legislative requirements.

Financial Impact

There is no immediate economic impact associated with this report

Broader Regional Impacts/Considerations

Consideration of City and Regional policy alignment may be required where appropriate.

Conclusion

Policies are a valuable tool of municipal governance that facilitate consistent decision-making. The revised policy on Corporate Policy Development will strengthen the City's policy framework by providing an accountable, consistent, and transparent approach to policy development.

For more information, please contact: Todd Coles, City Clerk at todd.coles@vaughan.ca.

Attachments

1. Recommended approval authorities
2. Policies recommended for repeal
3. Council-approved prioritized policies

Prepared by

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ATTACHMENT “1”
RECOMMENDED APPROVAL AUTHORITIES

Policy	Policy No.	Last Revised	Recommended Approval Authority
Accessibility Policy	HR-020	1/29/2013	Council
Accountability and Transparency Policy	CL-010	12/10/2007	Council
Anonymous Complaint Calls	LS-001	2/15/1993	Council
Bocce Policy	RC-002	6/23/2003	Recommended for Repeal
Call-Out Revenue and False Alarms	FRS-001	7/8/1996	Recommended for Repeal
Capital Project Financial Administration and Reporting Policy	FPDF-005	12/10/2012	Council
Cash Float Policy	FS-010	3/24/2015	Recommended for Repeal
Cash Handling Policy	FS-009	3/24/2015	Recommended for Repeal
Cash-in-Lieu of Parkland	FS-002	4/30/1990	Recommended for Repeal
City of Vaughan Alcohol Policy for Community Facilities and Parks	RC-001	5/8/1995	Council
City Wide Development Charges Deferral Policy	FS-007	5/8/1995	Council
Code of Ethical Conduct for Members of Council	CL-011	9/26/2017	Council
Community Garden Policy	RC-012	3/18/2014	Council
Community Loan Policy	FS-004	7/8/1997	Council
Community Service Organization Policy	RC-011	1/31/2012	Council
Conferring of Patron of the City of Vaughan Archives Award (City of Vaughan Grants Programme)	RC-004	2/8/1999	Recommended for Repeal
Consolidated Reserve Policy	FPDF-004	6/25/2013	Council
Co-op Students in the Councillor's/Mayor's Office	CL-004	6/23/1997	Recommended for Repeal
Corporate Advertising Policy	CC-004	6/15/2005	Recommended for Repeal
Corporate Partnerships Policy	CIIR-001	2/21/2017	Council
Corporate Policies for Events	CC-002	4/11/2005	Council
Corporate Procurement Policy	PS-003	3/21/2017	Council
Corporate Protocols Policy for Media Relations for City Staff	CC-003	3/29/2004	Council
Council/Staff Non-Owned Automobile Insurance	AD-011	2/3/1986	Recommended for Repeal
Council Member Expense Policy	CL-012	9/26/2017	Council
Council Supported Fundraising Events	CC-001	11/12/2001	Council
Deferred Lists/Outstanding Reports	CCO-001	2/12/1996	Recommended for Repeal
Delegation of Powers & Duties Policy	CL-009	12/10/2007	Council
Developer Build Parks Policy	PUD-001	10/12/1999	Council

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RECOMMENDED APPROVAL AUTHORITIES

Policy	Policy No.	Last Revised	Recommended Approval Authority
Development Signage at New Homes Sales Offices	DEIP-001	5/12/2003	Recommended for Repeal
Disaster Relief Funds	FS-001	2/3/1986	Recommended for Repeal
Disciplinary Procedures Policy	HR-002	11/26/2007	Recommended for Repeal
Display Plans in Sales Offices	DEIP-002	4/11/2005	Recommended for Repeal
Educational Assistance Policy	HR-003	11/29/2011	Recommended for Repeal
Effective Dates of Salary Increases	HR-004	8/15/1985	Recommended for Repeal
Email Disclaimer	LS-002	4/11/2005	Recommended for Repeal
Employee Code of Conduct	HR-005	9/27/2011	Administration
Employee Fitness	RC-005	4/11/2005	Recommended for Repeal
Employee Recognition Policy	HR-006	11/26/2007	Recommended for Repeal
Employee Reimbursement for Business Related Expenditures and Advances	AD-018	7/13/2010	Administration
Employee's Membership on Commissions, Boards and Committees and Other Special Purpose Bodies	AD-008	12/17/1991	Recommended for Repeal
Encroachment Policy	DEIP-012	5/24/2005	Council
E-Newsletters Publication and Mailing Database Policy	ITM-001	11/12/2007	Council
Enforcement of Regionals By-Laws	AD-004	4/2/1991	Recommended for Repeal
Execution of Documents/Appointment Temporary Acting Clerk - Summer Hiatus	CCO-002	6/28/1995	Recommended for Repeal
Exemption to the City of Vaughan Noise By-Law 270-81 As Amended, Weddings and Special Events - Festivals, Parades, Filming	LS-003	6/11/2001	Recommended for Repeal
Expense Reports	AD-010	12/14/2009	Recommended for Repeal
Facility Allocation Policy	RC-010	2/21/2012	Council
Facility Rental Rates for City of Vaughan Employee Groups	RC-006	2/10/2003	Administration
Flag Raising/Half-Masting	AD-014	11/4/2005	Council
Fleet Management Policy	BD-001	9/22/2003	Administration
General Guidelines for Reports from Staff Requested by Councillors	AD-001	2/13/1984	Recommended for Repeal
General Guidelines for Staff Attendance at Public and/or Neighbourhood Meetings	AD-002	5/12/1997	Council
Grant Funding Procurement Policy	FPDF-002	4/13/2010	Council

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Policy	Policy No.	Last Revised	Recommended Approval Authority
Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards	CL-005	6/27/2005	Council
Hiring and Nepotism Policy	HR-007	11/26/2007	Council
Hours of Operation for Lights in Parks	TPF-003	6/22/1987	Recommended for Repeal
Information Systems Policy	ITM-002	9/5/1989	Recommended for Repeal
Installation of Recreational Facilities in Parks	PUD-002	5/30/1988	Recommended for Repeal
Insurance Coverage for Affiliated Groups	CCO-003	10/6/1986	Recommended for Repeal
Interim Policy for the Calculation of Pre-Development Charge Credits for Non-Residential Development	FS-005	10/20/1997	Recommended for Repeal
Internal Audit Policy	IA-001	6/24/2014	Council
Investment Policy	FPDF-003	4/21/2015	Council
Job Descriptions (All Positions)	HR-008	6/26/1995	Recommended for Repeal
Learning and Development Policy	HR-009	11/29/2011	Council
Local Business Achievement Recognition Policy	ED-001	1/26/1996	Recommended for Repeal
Logos on Water Towers	ES-001	11/16/1992	Recommended for Repeal
Mileage (Kilometrage) and Transportation Reimbursement Policy	HR-010	11/26/2007	Administration
Model Homes	DEIP-003	8/27/1984	Council
Municipal Computer Security	ITM-003	4/30/1986	Recommended for Repeal
Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties	TPF-006	6/8/2010	Council
Neighbourhood Traffic Committee Policy and Procedure	CDAM-001	7/13/2010	Council
Notices to the Public and Sales Offices	DEIP-004	5/23/1989	Recommended for Repeal
Notification of Mayor and Members of Council and the Senior Management Team of Significant Incidents Occurring in the Community	FRS-002	10/25/2004	Recommended for Repeal
Notification Procedures - Official Plan Amendment Application (By-Law 320-96)	DP-001	2/3/2009	Recommended for Repeal
Occupational Health and Safety Policy	HR-011	6/22/1992	Council
Official Plan and Zoning By-Law Amendments - Applications Restricted to Owner or Agent	DP-002	3/26/1984	Council
OMERS Plan for Library Employees	HR-012	12/18/1989	Recommended for Repeal
Open Space/Parkland Encroachment Policy	PUD-003	7/4/1997	Recommended for Repeal

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Policy	Policy No.	Last Revised	Recommended Approval Authority
Parking Policy	CDAM-002	6/9/2003	Recommended for Repeal
Performance Reviews - City Manager & Commissioners	HR-013	1/16/1995	Administration
Permission to Enter and Construct	DEIP-005	4/29/1996	Recommended for Repeal
Permitting of City Facilities by Members of Council and Registered Candidates	CL-008	5/4/2010	Council
Petty Cash Policy	FS-011	3/24/2015	Administration
Playground Retrofit Program	TPF-002	10/18/1994	Recommended for Repeal
Policy and Operating Procedures for Older Clubs in the City of Vaughan	RC-009	6/4/2013	Council
Policy on Corporate Policy Development	AD-016	2/21/2018	Council
Policy on the Operation of City Vehicles - Idling	AD-017	6/30/2009	Recommended for Repeal
Pre-Authorization Payment Plans	FS-003	1/29/1996	Recommended for Repeal
Process for the Evaluation of Senior Management Team	HR-014	1/27/1997	Recommended for Repeal
Proclamations	AD-013	3/8/2004	Council
Professional Fees Policy	PS-002	4/30/2001	Recommended for Repeal
Proposed Protocol for Responding to Correspondence Addressed to "Mayor and Members of Council"	CL-006	6/28/2004	Council
Protocol for Establishing Telecommunication Tower/Antenna Facilities within the Regional Municipality of York	DP-003	6/23/2003	Recommended for Repeal
Public Hearing Process - Proposed Revision	DP-004	6/24/1996	Recommended for Repeal
Purchasing Card Policy	PS-004	6/23/2015	Administration
Recognition of 25, 50, 75 and 100 Anniversary Celebration of a Country's Independence	CL-003	9/29/1997	Recommended for Repeal
Recognition of Former Members of Council	CL-007	4/18/2006	Council
Recruitment Policy	HR-021	4/19/2016	Administration
Refusal/Reapplication Matters	DP-005	5/23/1989	Recommended for Repeal
Registered Ratepayer/Community Association Policy	CCO-010	6/14/2004	Council
Regulation of Newspaper Boxes (Insurance Coverage Renewal)	CCO-004	12/7/1998	Council
Reimbursement for Medical Notes	AD-009	7/22/1997	Recommended for Repeal
Relocating Expenses	HR-016	4/22/1969	Recommended for Repeal

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RECOMMENDED APPROVAL AUTHORITIES

Policy	Policy No.	Last Revised	Recommended Approval Authority
Request for Funding - Corporate Sponsorship	ED-002	9/20/1993	Recommended for Repeal
Request for Joint Funding for Playground Equipment on School Property	PUD-004	9/27/1999	Council
Requests for Reports/New Business	CCO-005	4/26/2004	Recommended for Repeal
Resolutions Received from Other Municipalities	AD-005	9/7/1993	Council
Resolutions Received from Other Municipalities and the Established Resolution Process of the Association of Municipalities of Ontario	AD-006	4/18/1994	Council
Respectful Workplace Policy (Harassment and Discrimination)	HR-017	6/8/2010	Council
Response by City Staff to Requests for Information from the Public	AD-015	4/2/2007	Administration
Resurfacing Program (Revised Engineering Criteria for Curb and Sidewalk Removal and Replacement)	DEIP-006	2/23/2004	Recommended for Repeal
Review of Site Plan Approval Process (Delegated Site Plan Approval Authority)	DP-007	6/12/2006	Recommended for Repeal
Revised Format and Procedures Committee of the Whole/Council Agendas and Minutes	CCO-006	4/11/2005	Recommended for Repeal
Roadside Memorial Policy	DEIP-007	6/12/2006	Council
Safe Community Centres Policy	RC-007	10/31/2005	Council
Schedule of Meetings (Chinese New Year)	CCO-007	1/25/1999	Recommended for Repeal
Scheduling of Public Meetings Vis-à-vis Public Hearings and the Dissemination of Information to the Public	AD-012	5/12/1997	Recommended for Repeal
School Crossing Guard Guideline/Criteria for Placement of a School Crossing Guard	CDAM-003	6/28/2001	Council
Severance Policy - Non-Union Employees/Members of Council	CL-001	6/14/2004	Recommended for Repeal
Sidewalks - Installation in New Subdivisions	DEIP-008	6/23/2003	Recommended for Repeal
Site Development Applications Approval of Proposed Building Elevations for Industrial Sites Along Major Roads	DP-009	6/25/2013	Recommended for Repeal
Site Plan Development Process (Consolidated)	DP-008	6/25/2013	Recommended for Repeal
Soccer Field Maintenance	TPF-004	4/30/1990	Recommended for Repeal
Social Media Policy	CC-005	2/21/2012	Council
Special Event Temporary Traffic Control	CDAM-004	9/9/2002	Council
Special Occasions - Certificate Policy	CL-002	9/10/2007	Council
Street Name Change	CCO-008	11/6/1989	Recommended for Repeal

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Policy	Policy No.	Last Revised	Recommended Approval Authority
Street Naming Policy	DP-006	12/10/2013	Council
Supervised School Crossing	CDAM-005	5/3/1993	Recommended for Repeal
Temporary Road Closures	CCO-009	9/9/2002	Recommended for Repeal
Tendering Policy	PS-001	6/28/2004	Recommended for Repeal
Tree Fees Charges to New Home Buyers for Boulevard Trees by Developers/Builders Residential Subdivisions	DEIP-009	9/29/1997	Recommended for Repeal
Unassumed Subdivisions - Charge Back for Non-Compliance	FS-006	4/1/1997	Recommended for Repeal
Vaughan Cultural Interpretive Centre Collection & Operational Policy	RC-008	4/24/2006	Recommended for Repeal
Vital Records Protection Plan (City Wide Vital Records Protection Plan)	AD-007	1/16/1995	Recommended for Repeal
Vexatious & Frivolous Complaints Policy	CCO-011	6/27/2017	Council
Volunteer Policy	HR-019	3/18/2014	Council
Walkway Lighting Policy	DEIP-010	4/2/2007	Recommended for Repeal
Waste Collection Design Standards Policy	ES-002	5/7/2007	Council
Weed Inspection and Compliance Policy (Ontario Weed Control Act)	TPF-001	10/18/1994	Recommended for Repeal
Wet Field Policy	TPF-005	6/27/1996	Council
Width of Sidewalks	DEIP-011	10/6/1988	Recommended for Repeal
Woodlot Removal Policy in Advance of Signed Subdivision or Site Plan Agreement	PUD-005	6/22/1998	Recommended for Repeal
Workplace Electric Vehicle Charging Policy	AD-019	4/21/2015	Council
Workplace Violence Policy (and Procedure)	HR-018	6/8/2010	Council

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Bocce Policy Policy: RC-002 Last Revised: 6/23/2003	Policy contents are included in the "Facility Allocation" policy (RC-010), "Fees and Charges" by-law (015-2015) and "Community Service Organization" policy (RC-011).
Call-Out Revenue and False Alarms Policy: FRS-001 Last Revised: 7/8/1996	Policy contents are included in the "Fees and Charges" by-law (200-2015), Schedule 'E'.
Capital Project Financial Administration and Reporting Policy Policy: FPDF-005 Last Revised: 12/10/2012	Majority of policy contents are procedural in nature and should appropriately be re-classified as a procedure. Outstanding contents will be included in a revised "Capital and Operating Budget" policy. Upon Council approval, this policy will be outdated and redundant.
Cash Float Policy Policy: FS-010 Last Revised: 3/24/2015	Policy has been identified as a procedural document and should be appropriately re-classified as a procedure.
Cash Handling Policy Policy: FS-009 Last Revised: 3/24/2015	Policy has been identified as a procedural document and should be appropriately re-classified as a procedure.
Cash-in-Lieu of Parkland Policy: FS-002 Last Revised: 4/30/1990	Policy contents are included in the "Cash-In-Lieu of Parkland" by-law (205-2012). Note: This By-Law was last adopted in 2012 with anticipated updates in 2018.
Co-op Students in the Councillor's/Mayor's Office Policy: CL-004 Last Revised: 6/23/1997	Confidentiality requirements and expectations are included in all standard on-boarding documents and agreements.
Conferring of Patron of the City of Vaughan Archives Award (City of Vaughan Grants Programme) Policy: RC-004 Last Revised: 2/8/1999	Policy is no longer reflective of current organizational approaches resulting in this policy no longer being applicable.
Corporate Advertising Policy Policy: CC-004 Last Revised: 6/15/2005	Policy contains outdated communication procedures and references. Any relevant information that may be in the policy will be considered and adapted to a forthcoming consolidated "Corporate and Strategic Communications" policy.
Council/Staff Non-Owned Automobile Insurance Policy: AD-011 Last Revised: 2/3/1986	Policy is no longer required due to the implementation of No-Fault Insurance which was brought into effect in June 1990.
Deferred Lists/Outstanding Reports Policy: CCO-001 Last Revised: 2/12/1996	Policy contents are included in "Procedural" by-law 7-2011.

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Development Signage at New Homes Sales Offices Policy: DEIP-001 Last Revised: 5/12/2003	Contents of this policy are standards and requirements included in each Subdivision Agreement (s.19 - Notice to Purchasers).
Disaster Relief Funds Policy: FS-001 Last Revised: 2/3/1986	Current policy is outdated and does not reflect approaches to disbursement of disaster relief funds (alternative avenues include the "City of Vaughan Mayor's Golf Classic").
Disciplinary Procedures Policy Policy: HR-002 Last Revised: 11/26/2007	Contents of policy are included within the "City of Vaughan Code of Conduct", "Recruitment" policy (HR-021) and Collective Bargaining Agreements.
Display Plans in Sales Offices Policy: DEIP-002 Last Revised: 4/11/2005	Contents of this policy are standards and requirements included in each Subdivision Agreement (s.19 - Notice to Purchasers). Additionally, there is also a standard condition of approval included in any Draft Plan of Subdivision approval.
Educational Assistance Policy Policy: HR-003 Last Revised: 11/29/2011	Policy has been identified as a procedural document and should be appropriately reclassified. Elements of the policy will be included in a new "Administrative Learning" policy.
Effective Dates of Salary Increases Policy: HR-004 Last Revised: 8/15/1985	Policy has been identified as a procedural document and should be appropriately re-classified as a procedure. Elements of the policy will be included in a new "Compensation" policy.
Email Disclaimer Policy: LS-002 Last Revised: 4/11/2005	Contents of this policy are procedural in nature and should therefore be appropriately re-classified as a procedure.
Employee Fitness Policy: RC-005 Last Revised: 4/11/2005	Policy has been identified as a procedural document and should be appropriately reclassified as a procedure. Elements of the policy is included in the "City of Vaughan Employee Onboarding" package and will included in a new "Compensation" policy.
Employee Recognition Policy Policy: HR-006 Last Revised: 11/26/2007	Policy has been identified as a procedural document and should be appropriated reclassified as a procedure. Element of policy will be included in the new "New Employee Recognition Program".
Employee's Membership on Commissions, Boards and Committees and Other Special Purpose Bodies Policy: AD-008 Last Revised: 12/17/1991	Staff participation on statutory and ad hoc committees is addressed in "Procedural" by-law (7-2011) which sets out sample Terms of Reference and staff's role as resources to the committee.

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Enforcement of Regionals By-Laws Policy: AD-004 Last Revised: 4/2/1991	Current policy is outdated and does not reflect procedural enforcement of Regional By-Laws.
Execution of Documents/Appointment Temporary Acting Clerk - Summer Hiatus Policy: CCO-002 Last Revised: 6/28/1995	Policy contents are included in the by-law to "Authorize the execution of documents of an administrative nature by staff staff and/or the Mayor and Clerk, the authorization for certain matters during the hiatus of Council and the appointment of a temporary Acting Clerk".
Exemption to the City of Vaughan Noise By-Law 270-81 As Amended, Weddings and Special Events - Festivals, Parades, Filming Policy: LS-003 Last Revised: 6/11/2001	The granted exemption period outlined in the policy is outdated and no longer applicable.
Expense Reports Policy: AD-010 Last Revised: 12/14/2009	Policy contents are included in the "Business-Related Expenditures and Advances" policy (AD-018).
General Guidelines for Reports from Staff Requested by Councillors Policy: AD-001 Last Revised: 2/13/1984	Requirements of policy are included in the "Council-Staff Protocol" (2017) which will be formalized into a "Council-Staff Relations" policy in 2018. The policy purpose is included in the current protocol and will be made redundant following the approval of the new policy.
Hours of Operation for Lights in Parks Policy: TPF-003 Last Revised: 6/22/1987	Policy is required until Parks by-law is updated to included hours of operation or the use of lighting in parks. Upon approval this policy will be outdated and redundant.
Information Systems Policy Policy: ITM-002 Last Revised: 9/5/1989	Policy has been comprehensively included in the newly approved "Acceptable Use of Information Technology" policy (14.A.01).
Installation of Recreational Facilities in Parks Policy: PUD-002 Last Revised: 5/30/1988	Contents of this policy are included in the Ontario Planning Act (1990), s.51.1(5) as well as the "City of Vaughan Design Criteria" (2016), s.1.1.2. point 16.
Insurance Coverage for Affiliated Groups Policy: CCO-003 Last Revised: 10/6/1986	The granted exemption period outlined in the policy is outdated and no longer applicable.
Interim Policy for the Calculation of Pre-Development Charge Credits for Non-Residential Development Policy: FS-005 Last Revised: 10/20/1997	Contents of this policy are outdated and expired upon approval of the by-law to "Provide for Fees and Charges under the Municipal Act" (171-2013). Contents are also included in the "Ontario Development Charges Act" (1997). It is also one of the Administration's 2018 deliverables to complete a City-Wide Development Charge by-law update.

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Job Descriptions (All Positions) Policy: HR-008 Last Revised: 6/26/1995	The contents of this policy have been identified as a procedural document and should be appropriately re-classified.
Local Business Achievement Recognition Policy Policy: ED-001 Last Revised: 1/26/1996	This policy does not support the definition of a policy - either Council or Administrative. When business achievements that warrant special note, Economic Development highlights achievements within its publication "Business Link".
Logos on Water Towers Policy: ES-001 Last Revised: 11/16/1992	Contents of this policy are governed by the Regional Municipality of York, therefore the City of Vaughan does not have jurisdiction and does not require this policy.
Municipal Computer Security Policy: ITM-003 Last Revised: 4/30/1986	Policy has been comprehensively included in the newly approved "Acceptable Use of Information Technology" policy (14.A.01).
Notices to the Public and Sales Offices Policy: DEIP-004 Last Revised: 5/23/1989	Contents of this policy specific to the erection of a sales office are included in each Subdivision Agreement (s.5.18 and 21.3) as well as the "City of Vaughan Model Home Agreement". Standard notification to residential dwellings including condominiums is set out in the Ontario Planning Act (1990), s.17(17) and included within the Condominium Act (1998) s.47(2). Additionally, the "Zoning" by-law (1-88) also includes requirement for Temporary Sales Offices (s.3.25).
Notification of Mayor and Members of Council and the Senior Management Team of Significant Incidents Occurring in the Community Policy: FRS-002 Last Revised: 10/25/2004	Policy has been identified as a procedural document and should be appropriately re-classified as a procedure.
Notification Procedures - Official Plan Amendment Application (By-Law 320-96) Policy: DP-001 Last Revised: 2/3/2009	Contents of this policy are included in the "Official Plan of the City of Vaughan" (2010) as well as by-law 320-96 adopting the "Official Plan amendment number 478 to the Vaughan Planning Area".
OMERS Plan for Library Employees Policy: HR-012 Last Revised: 12/18/1989	Original policy was enacted as a directive from Council to establish a separate pension plan group for Library employees. As this was a one-time directive and has been implemented, a policy is not required.
Open Space/Parkland Encroachment Policy Policy: PUD-003 Last Revised: 7/4/1997	Contents of this policy are included in the "Regulating Encroachments on Public Lands" by-law (244-2005) and the by-law for the "Use, Regulations, Protection and Government of Parks as amended" (134-95 and 343-99).

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Parking Policy Policy: CDAM-002 Last Revised: 6/9/2003	Policy was established to implement a pilot project. The policy is now redundant based on the "Parking" by-law (1-96).
Permission to Enter and Construct Policy: DEIP-005 Last Revised: 4/29/1996	Contents of this policy are included in the by-law "Authorizing Delegation of Approval of Certain Administrative Matters to Staff", 005-2018, s.2(b) and s.6(b).
Playground Retrofit Program Policy: TPF-002 Last Revised: 10/18/1994	The City of Vaughan has adopted the Canadian Standards Association on Playground Standards as the guiding document standardizing the installation of playground equipment. In referencing this document in conjunction with identifying the need to retrofit existing playgrounds, the Parks Department identifies the project for consideration in the yearly Capital Budget for Council consideration and approval.
Policy on the Operation of City Vehicles - Idling Policy: AD-017 Last Revised: 6/30/2009	Recommend consolidation with "Fleet Management" policy (BF-001), upon consolidation policy will be redundant.
Pre-Authorization Payment Plans Policy: FS-003 Last Revised: 1/29/1996	Policy has been identified as a procedural document and should be appropriately reclassified as a procedure. Additionally, contents of this policy as included in the by-law to "Adopt property tax rates, tax ratios and to provide for the general local municipality levy and collection of levies required by the Corporation of the City of Vaughan" (076-2017).
Process for the Evaluation of Senior Management Team Policy: HR-014 Last Revised: 1/27/1997	Performance goal setting and evaluation is an administrative procedure within the "Performance Management Program", therefore a standalone policy is not required as it does not reflect current organizational approaches.
Professional Fees Policy Policy: PS-002 Last Revised: 4/30/2001	Contents of this policy were repealed under s.19.6 from the March 21, 2017 Council approval of PS-003 "Corporate Procurement" policy.
Protocol for Establishing Telecommunication Tower/Antenna Facilities within the Regional Municipality of York Policy: DP-003 Last Revised: 6/23/2003	Contents of this policy are included in the "City of Vaughan Design Criteria" (2016) s.2.2.2.2.(f), "City of Vaughan Protocol for Establishing Telecommunication Tower/Antenna Facilities" in consideration of the Innovation, Science and Economic Development Canada Protocol for Radio Communication and Broadcasting Antenna Systems.
Public Hearing Process - Proposed Revision Policy: DP-004 Last Revised: 6/24/1996	Contents of this policy are included in the Ontario Planning Act (1990), s.17(17). Policies are also included in the "Vaughan Official Plan" (2010) and "Vaughan's Council Notification Protocol".

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Recognition of 25, 50, 75 and 100 Anniversary Celebration of a Country's Independence Policy: CL-003 Last Revised: 9/29/1997	Policy contents are included "Proclamations" policy AD-013.
Refusal/Reapplication Matters Policy: DP-005 Last Revised: 5/23/1989	Contents of this policy are included in the "City-Wide procedures for Pre-Application Consultation (PAC) Meetings" by-law (278-2009), the Ontario Planning Act (1990) as well as the "Tariff of Fees for the Processing of Planning Applications" by-law (018-2018).
Reimbursement for Medical Notes Policy: AD-009 Last Revised: 7/22/1997	Policy is no longer reflective of current organizational approaches resulting in this policy no longer being applicable.
Relocating Expenses Policy: HR-016 Last Revised: 4/22/1969	Policy is no longer reflective of current organizational approaches resulting in this policy no longer being applicable.
Request for Funding - Corporate Sponsorship Policy: ED-002 Last Revised: 9/20/1993	Policy has been identified as a procedural document and should be appropriately re-classified as a procedure.
Requests for Reports/New Business Policy: CCO-005 Last Revised: 4/26/2004	Policy contents are included in "Procedural" by-law 7-2011, s.5.5.
Resurfacing Program (Revised Engineering Criteria for Curb and Sidewalk Removal and Replacement) Policy: DEIP-006 Last Revised: 2/23/2004	Contents of this policy are standards and requirements included in each Subdivision Agreement as well as the "City of Vaughan Design Criteria" (2016).
Review of Site Plan Approval Process (Delegated Site Plan Approval Authority) Policy: DP-007 Last Revised: 6/12/2006	Contents of this policy are included in the by-law "Delegating Certain Planning Act Authority to the Deputy City Manager of Planning and Growth" (191-2015), the by-law "Delegating the Whole City of Vaughan as a Site Plan Control Area and the Adoption of Site Development Guidelines and Rules of Procedure for Processing Site Development Applications" (228-2015).
Revised Format and Procedures Committee of the Whole/Council Agendas and Minutes Policy: CCO-006 Last Revised: 4/11/2005	Policy contents are included in "Procedural" by-law (7-2011), s.8.0.

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Schedule of Meetings (Chinese New Year) Policy: CCO-007 Last Revised: 1/25/1999	The City Clerk's Office actively considers cultural and religious holidays within the proposed schedule of meetings. Proposed meeting schedules require Council adoption as per "Procedural" by-law 7-2011, s.2.1(1), supporting an open-dialogue raised scheduling conflicts prior to adoption.
Scheduling of Public Meetings Vis-à-vis Public Hearings and the Dissemination of Information to the Public Policy: AD-012 Last Revised: 5/12/1997	Policy contents are included in "Procedural" by-law 7-2011, s.2.1(2) and s.2.1(9).
Severance Policy - Non-Union Employees/Members of Council Policy: CL-001 Last Revised: 6/14/2004	Contents of this policy as it relates to Members of Council are included in the "Severance Remuneration for Members of Council" by-law (124-2006). Contents of this policy as it relates to non-union employees are included in the Employment Standards Act (2002, part.XV).
Sidewalks - Installation in New Subdivisions Policy: DEIP-008 Last Revised: 6/23/2003	Contents of this policy are included in the "City of Vaughan Design Criteria" (2016) as well as standards and requirements included in each Subdivision Agreement. Installation, design and location of sidewalks is also guided by the Accessibility of Ontarians with Disabilities Act (2005), s.80.21, not inclusive of sidewalks identified in the Building Code Act (1992).
Site Development Applications Approval of Proposed Building Elevations for Industrial Sites Along Major Roads Policy: DP-009 Last Revised: 6/25/2013	All Site Development requirements are included in the City's "Site Plan Control" by-law (127-2008).
Site Plan Development Process (Consolidated) Policy: DP-008 Last Revised: 6/25/2013	Contents of this policy are included in the by-law "Delegating Certain Planning Act Authority to the Deputy City Manager of Planning and Growth" (191-2015). All Site Development requirements are included in the City's "Site Plan Control" by-law (127-2008).
Soccer Field Maintenance Policy: TPF-004 Last Revised: 4/30/1990	Contents of this policy are procedural and therefore should be re-classified as such. Procedural contents should be reflected in the standard operating procedures for Parks Operations, the "Wet Field" policy (TPF-005) and the "City of Vaughan Design Criteria" (2016).
Special Event Temporary Traffic Control Policy: CDAM-004 Last Revised: 9/9/2002	Contents of this policy are included in the by-law to "Regulate special events within the City of Vaughan" (045-2018).

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Street Name Change Policy: CCO-008 Last Revised: 11/6/1989	Contents of this policy are included in the "Street Naming" policy (DP-006).
Supervised School Crossing Policy: CDAM-005 Last Revised: 5/3/1993	Policy contents are included in the "School Crossing Guard Guideline/cam/Criteria for Placement of a School Crossing Guard" policy (CDAM-003).
Temporary Road Closures Policy: CCO-009 Last Revised: 9/9/2002	Authority for the Deputy City Manager to temporarily close roadways is included in the by-law to "Provide for the procedure to close vehicular traffic on a temporary basis for such period as may be specified, any highways under the jurisdiction of the Town of Vaughan" (67-90).
Tendering Policy Policy: PS-001 Last Revised: 6/28/2004	Policy contents are included in the "Corporate Procurement" policy (PS-003).
Tree Fees Charges to New Home Buyers for Boulevard Trees by Developers/Builders Residential Subdivisions Policy: DEIP-009 Last Revised: 9/29/1997	Contents of this policy are included in the by-law to "Prohibit or Regulate the Destruction or Injuring of Trees Located on Private Property" (185-2007) and included in each specific Subdivision Agreement.
Unassumed Subdivisions - Charge Back for Non-Compliance Policy: FS-006 Last Revised: 4/1/1997	Contents of this policy are included in the standards and requirements of each individual Subdivision Agreement as well as the Site Plan Letter of Undertaking as included in the City of Vaughan "Site Plan Control" by-law (127-2008).
Vaughan Cultural Interpretive Centre Collection & Operational Policy Policy: RC-008 Last Revised: 4/24/2006	Vaughan Cultural Interpretive Centre is no longer in operation.
Vital Records Protection Plan (City Wide Vital Records Protection Plan) Policy: AD-007 Last Revised: 1/16/1995	Policy contents are included in the "Records Retention" by-Law (113-97).
Walkway Lighting Policy Policy: DEIP-010 Last Revised: 4/2/2007	Contents of this policy are included in the "City of Vaughan Design Criteria" (2016) as well as standards and requirements included in each Subdivision Agreement.
Weed Inspection and Compliance Policy (Ontario Weed Control Act) Policy: TPF-001 Last Revised: 10/18/1994	Policy is not required as there is Provincial legislation that does not require a municipally-specific supporting policy. Current policy is not in compliance with Provincial legislation.

Attachment “2”
POLICIES RECOMMENDED FOR REPEALED

Policy	Rationale
Width of Sidewalks Policy: DEIP-011 Last Revised: 10/6/1988	Contents of this policy are included in the "City of Vaughan Design Criteria" (2016) as well as standards and requirements included in each Subdivision Agreement. Installation, design and location of sidewalks is also guided by the Accessibility of Ontarians with Disabilities Act (2005), s.80.21, not inclusive of sidewalks identified in the Building Code Act (1992).
Woodlot Removal Policy in Advance of Signed Subdivision or Site Plan Agreement Policy: PUD-005 Last Revised: 6/22/1998	Contents of this policy are included in by-law to "Prohibit or Regulate the Destruction or Injuring of Trees Located on Private Property" (185-2007), the Regional Municipality of York Tree by-law (2013-68), the Ontario Planning Act (1990), s.3.2.1. and included in each specific Subdivision Agreement.

ATTACHMENT “3”
COUNCIL-APPROVED PRIORITIZED POLICIES

Name	Policy No.	Last Revised	Priority
Corporate Policies for Events	CC-002	4/11/2005	High
Corporate Protocols Policy for Media Relations for City Staff	CC-003	3/29/2004	High
General Guidelines for Staff Attendance at Public and/or Neighbourhood Meetings	AD-002	5/12/1997	High
Grant Funding Procurement Policy	FPDF-002	4/13/2010	High
Guidelines and Procedures for Statutory and Non-Statutory Committees and Boards	CL-005	6/27/2005	High
Naming City Parks, Open Spaces, Community Facilities and Other Municipal Buildings and Properties	TPF-006	6/8/2010	High
Neighbourhood Traffic Committee Policy and Procedure	CDAM-001	7/13/2010	High
Respectful Workplace Policy (Harassment and Discrimination)	HR-017	6/8/2010	High
Safe Community Centres Policy	RC-007	10/31/2005	High
School Crossing Guard Guideline/Criteria for Placement of a School Crossing Guard	CDAM-003	6/28/2001	High
Social Media Policy	CC-005	2/21/2012	High
Wet Field Policy	TPF-005	6/27/1996	High
Workplace Electric Vehicle Charging Policy	AD-019	4/21/2015	High
Workplace Violence Policy (and Procedure)	HR-018	6/8/2010	High

Accountability and Transparency Policy	CL-010	12/10/2007	Medium
City of Vaughan Alcohol Policy for Community Facilities and Parks	RC-001	5/8/1995	Medium
Community Loan Policy	FS-004	7/8/1997	Medium
Community Service Organization Policy	RC-011	1/31/2012	Medium
Consolidated Reserve Policy	FPDF-004	6/25/2013	Medium
Council Supported Fundraising Events	CC-001	11/12/2001	Medium
Developer Build Parks Policy	PUD-001	10/12/1999	Medium
E-Newsletters Publication and Mailing Database Policy	ITM-001	11/12/2007	Medium
Facility Allocation Policy	RC-010	2/21/2012	Medium
Hiring and Nepotism Policy	HR-007	11/26/2007	Medium
Occupational Health and Safety Policy	HR-011	6/22/1992	Medium
Official Plan and Zoning By-Law Amendments - Applications Restricted to Owner or Agent	DP-002	3/26/1984	Medium
Permitting of City Facilities by Members of Council and Registered Candidates	CL-008	5/4/2010	Medium
Policy and Operating Procedures for Older Clubs in the City of Vaughan	RC-009	6/4/2013	Medium
Proclamations	AD-013	3/8/2004	Medium
Registered Ratepayer/Community Association Policy	CCO-010	6/14/2004	Medium
Special Event Temporary Traffic Control	CDAM-004	9/9/2002	Medium

ATTACHMENT “3”
COUNCIL-APPROVED PRIORITIZED POLICIES

Name	Policy No.	Last Revised	Priority
Accessibility Policy	HR-020	1/29/2013	Low
Anonymous Complaint Calls	LS-001	2/15/1993	Low
City Wide Development Charges Deferral Policy	FS-007	5/8/1995	Low
Code of Ethical Conduct for Members of Council	CL-011	9/26/2017	Low
Community Garden Policy	RC-012	3/18/2014	Low
Corporate Partnerships Policy	CIIR-001	2/21/2017	Low
Corporate Procurement Policy	PS-003	3/21/2017	Low
Council Member Expense Policy	CL-012	9/26/2017	Low
Delegation of Powers & Duties Policy	CL-009	12/10/2007	Low
Encroachment Policy	DEIP-012	5/24/2005	Low
Flag Raising/Half-Masting	AD-014	11/4/2005	Low
Internal Audit Policy	IA-001	6/24/2014	Low
Investment Policy	FPDF-003	4/21/2015	Low
Learning and Development Policy	HR-009	11/29/2011	Low
Model Homes	DEIP-003	8/27/1984	Low
Policy on Corporate Policy Development	AD-016	2/21/2018	Low
Proposed Protocol for Responding to Correspondence Addressed to "Mayor and Members of Council"	CL-006	6/28/2004	Low
Recognition of Former Members of Council	CL-007	4/18/2006	Low
Regulation of Newspaper Boxes (Insurance Coverage Renewal)	CCO-004	12/7/1998	Low
Request for Joint Funding for Playground Equipment on School Property	PUD-004	9/27/1999	Low
Resolutions Received from Other Municipalities	AD-005	9/7/1993	Low
Resolutions Received from Other Municipalities and the Established Resolution Process of the Association of Municipalities of Ontario	AD-006	4/18/1994	Low
Roadside Memorial Policy	DEIP-007	6/12/2006	Low
Special Occasions - Certificate Policy	CL-002	9/10/2007	Low
Street Naming Policy	DP-006	12/10/2013	Low
Vexatious & Frivolous Complaints Policy	CCO-011	6/27/2017	Low
Volunteer Policy	HR-019	3/18/2014	Low
Waste Collection Design Standards Policy	ES-002	5/7/2007	Low