

| Type of Decision | | | | | | | | | |
|--|------------------------|------------------|--|----|-----------------|---------------------------|------|--|--------|
| Meeting Date | Friday, April 20, 2012 | | | | Report Date | Wednesday, March 28, 2012 | | | |
| Decision Required | X | Yes | | No | Priority | X | High | | Low |
| Direction | | Information Only | | X | Type of Meeting | X | Open | | Closed |
| REPORT TITLE | | | | | | | | | |
| Policy and By-law Review Report #20/04/12/1001 Procedure By-law 2012-14 | | | | | | | | | |

Subject: List of policies and by-laws requiring Council review in 2012.

RECOMMENDATION: That Council agree to a formal review of municipal policies and by-laws for 2012 beginning with the procedure by-law.

The procurement by-law has been provided for review. A version with suggested amendments will be provided via email before the May 18th meeting.

If there are any obvious errors, omissions or challenges with the procurement by-law please provide feedback prior to May 10, 2012 for inclusion at the May 18th meeting.

Background/Executive Summary: Self-explanatory. Please provide additional policies and by-laws as you deem appropriate for review.

Other policies, by-laws and issues which require review during 2012.

Policies:

1. Workplace Harassment and Violence Policy
2. Municipal Code of Conduct
3. Legal Services to Employees Policy
4. Performance Appraisals Policy

By-Laws:

1. #2008-10 – Procedure By-Law
2. #2008-07 – Procurement By-Law

Other:

1. Employee Pay Scale
2. Code of Conduct – report list of complaints and costs to Council – annually.
3. Review information on local business web page.
4. Report of documents signed – general authority by-law.

Financial Considerations/Budget Impact: None

Policy Impact: Reviews and updates policy.

Others Consulted/Resources/References: Procedure By-laws from other Ontario municipalities.

- Town of Aylmer - <http://www.aylmer.ca/uploads/ClerksOffice/By-Law14-08-CouncilProcedureBy-law.pdf>;
- Town of Lincoln - <http://www.lincoln.ca/siteengine/activepage.asp?PageID=208>;
- City of Orillia - <http://www.orillia.ca/en/insidecityhall/delegationsdeputationscorrespondencetocouncil.asp>;
- City of Belleville - <http://www.city.belleville.on.ca/CITYHALL/AGENDASANDMINUTES/Pages/default.aspx>;

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

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