



Information Memo

To: Council-In-Committee Meeting
Date: September 09, 2025
Division: Corporate Services
Department: Legislative Services
Ward: All Wards
Subject: Updating County policies to the current approved framework

Recommendation(s):

That the Information Memo regarding the process of updating County policies to the current Governance Policy/Administrative Directive framework be received as information.

Background

At the November 21st, 2023 Council meeting, a Council Resolution approved a new framework for all County policies. This framework classifies all policies into one of two categories: Governance policies - which are policies that require Council to pass a by-law to implement, and Administrative Directives - which are approved by the Senior Leadership Team. Part of the resolution that approved this framework also instructed Staff to work on a comprehensive Policy Review Program with appropriate department collaboration.

Discussion:

In response to the direction given to staff regarding a comprehensive Policy Review Program, Legislative Services Staff have initiated a collaborative review of all County Policies. Each policy was reviewed, and it was determined whether or not the policy was:

1. Still in effect;
2. Still reflective of current County operations; and
3. Still necessary.

For the policies that were deemed to still be in effect, still reflective of current County operations and were still necessary, the process was initiated to update them to the current Governance Policy or Administrative Directive format. For policies that did not check all boxes, the process of updating the contents of the policy to keep it up to date regarding current and best practices was initiated. Part of this process will be updating it to the current format.

As the process of updating a large number of County Policies continues, Council can expect to see an increase in the number of Governance Policies that come before them. It must be noted that the majority of these policies do not, and will not, reflect new concepts or practices for Council to consider, but rather they will adhere to concepts and practices that have already been given Council approval.

Finance Comments:

There are no direct financial implications associated with this memo. As noted, when the policy framework was approved, a fulsome policy review is expected to require significant resources and collaboration with County departments. Currently, staff are working within existing resource allocations to update policies and directives.

Any future resource needs, if required, would be included as New Budget Initiative (NBI) requests to council within the applicable operating budget process.

Attachment(s):

N/A

Conclusion:

The process of updating County policies to the current Governance Policy/Administrative Directive framework reflects the County's on-going goal of ensuring public transparency and organizational efficiency. The result of this process will be an increase in the number of Governance Policies that come before Council, bearing in mind that many of these policies are not conceptually new, but rather a continuation and revision of Council-approved policies.

Approval:

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