

Staff Report

Report To: Corporate Services Committee
Report From: Kristen Van Alphen, Manager of Legislative Services
Meeting Date: April 10, 2025
Report Code: CR-25-036
Subject: Policy Review Project – 2025 Annual Update

Recommendations:

THAT in consideration of Staff Report CR-25-036 respecting the 2025 Policy Review Project update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to repeal certain policies as outlined in the report.

Highlights:

- The Policy Review Project began in 2023 – the project aims to review all existing City policies and create a framework for long-term policy management and development.
- From the 2024 policy analysis, approximately 65 policies are recommended for repeal.
- In 2025, all Public Works and Engineering policies will be analysed, and 45 other policies will be reviewed by staff.

Strategic Plan Alignment:

This report supports the delivery of Core Service.

Climate and Environmental Implications:

There are no anticipated climate or environmental impacts.

Previous Report/Authority:

[CR-23-020 – Policy Review Project](#)

[CR-24-019 – 2024 Project Update](#)

Background:

In 2023, City staff began a corporate-wide, multi-year review of all existing policies. Each year, a number of divisions analyse their policy stock, and the policies slated for revision are scheduled into a rolling 5-year calendar. The project began with approximately 400 policies. In 2024, approximately 90 policies were slated for repeal.

Analysis:

In 2024, the Corporate Services divisions had 30 policies scheduled for review. A combination of personnel changes and added service review projects affected the review rate and resulted in 20 full policy reviews. The remaining policies have been scheduled for review in 2025, and future review plans will be adjusted if necessary.

Also, in 2024, the City Manager's policies (including those assigned to Communications and Community Development & Marketing) were analysed and scheduled into the five-year review plan. Outdated policies from that review and other policies that have been identified throughout the year as no longer necessary combine for approximately 65 policies that are being recommended for repeal. A listing of these policies (attached) is organized into policies that are redundant, obsolete, or procedural.

Other milestones in 2024 include the introduction of a digital workflow through Sharepoint and the introduction of the Citation Canada platform.

The digital workflow is a first of its kind at the City and is designed to remind policy leads about upcoming reviews in October (in advance of workplan development) and again in January (to plan the year). Feedback to date on the workflow has been very positive. The Citation Canada platform was introduced by Human Resources staff and is used, amongst other things, to roll out training to staff. Moving forward, the Citation Canada platform can also be used for policy rollouts and will track staff sign-offs.

In 2025, approximately 45 policies are set to be reviewed. The schedule is ambitious and may require a mid-year adjustment, but it has been

developed with and approved by all the affected managers. In addition to reviews, the divisions in Public Works and Engineering will be analyzing their policy stock and scheduling reviews into the rolling five-year calendar.

Financial Implications:

The policy review project uses staff time within the existing staff complement and does not have a financial impact. However, throughout the project, there may be costs associated with legal reviews or public meetings that are outside the City's normal staffing budgets.

Communication Strategy:

The Strategic Leadership Team and the Corporate Services Committee receive annual updates on the project.

Consultation:

City Clerk, Human Resources staff, Strategic Leadership Team

Attachments:

1. Policy review project – repeal list 2024

Recommended by:

Kristen Van Alphen, Manager of Legislative Services

Briana Bloomfield, City Clerk

Kate Allan, Director of Corporate Services

Submission approved by:

Tim Simmonds, City Manager

For more information on this report, please contact Kristen Van Alphen, Manager of Legislative Services at kvanalphen@owensound.ca or 519-376-4440 ext. 1228.