



**July 26, 2013**

## **City Council Committee Report**

**TO: Mayor and Council**

**FR: Heather Lajeunesse, Deputy Clerk**

**RE: City Policy Manual Changes**

### **Recommendation:**

That Council hereby approves administrative changes to the City of Kenora Policy Manual to reflect realignment of various City policies contained within this report; and further

That the Administration section of the Policy manual be hereby renamed to "Clerks", the Community Services section be hereby renamed to "Recreation Services" the Finance section be hereby renamed to "Corporate Services" and the Customer Service section be hereby eliminated with all affected policies being renamed accordingly; and further

That three readings be given to a by-law to reflect the various changes.

### **Background:**

With the various restructuring in departments and renaming of Council portfolios, City administrative staff has been reviewing the City of Kenora Municipal Policy Manual and have determined some potential changes that will help streamline and update the manual's structure.

It is recommended that at this time the "Administration" section of the Policy Manual be renamed to "Clerks" and the Municipal Alcohol Policy be moved from Community Services to Clerks. Under the current Administration section, the video surveillance and internal audit policies be relocated to the new Corporate Services section (formerly Finance). The Memorabilia, Proclamations/Tag Days/Parades and Liquor License Endorsement currently under Council be moved under Clerks. The Use of Logo policy currently under Customer Service be relocated to the Clerks as well.

With the introduction of the Corporate Services portfolio the section under Finance should be renamed to Corporate Services with all policies currently under Finance being renamed to "CS" from "FI". As the Customer Service department falls under Corporate Services, this section be eliminated and the Water & Sewer Adjustment, Seasonal Water & Sewer and Bill Inserts/Messages on Bills policies be relocated under Corporate Services. The Use of Logo policy currently under the Customer Service section will again be under the Clerks section. Video Surveillance and Internal Audit will come under the Corporate Services umbrella from the former Administration section.

The Community Services section will be renamed to Recreation Services and all applicable policies will be renamed to "RS" from "CS" with the Municipal Alcohol Policy being moved under Clerks.

**Budget:** N/A

**Communication Plan/Notice By-law Requirements:**

Policy manual changes will be circulated to all staff and updated on the City Portal.