

CITY OF FORT SASKATCHEWAN

Repealing of Council Policies

Motion:

That Council repeal the following Council policies as presented below.

	Policy Title	Assigned Number
1.	Internet Access	GEN-015-A
2.	Use of Wireless Communication Devices While Operating Mobile Equipment	GEN-019-A
3.	Computer Use	GEN-020-A
4.	Employee Recognition Award Program	HUM-001-A
5.	Local Authorities Pension Plan	HUM-015-A
7.	Respectful Workplace	HUM-024-A
6.	Attendance Management	HUM-026-A
8.	Health & Safety	SAF-001-A
9.	Drug & Alcohol	SAF-016-A
10.	Joint Occupational Health & Safety Committee	SAF-017-A
11.	Camping in Temporary/Overflow Locations	GEN-004-C
12.	Memorials	GEN-009-C
13.	Electronic Message Sign	GEN-018-C
14.	Administrative Group Benefits	HUM-002-C
15.	Service Awards	HUM-016-C
16.	Opted Out and Excluded Group Benefits	HUM-025-C
17.	Facility Users Insurance Requirements	GOV-003-C

Purpose:

To provide Council with information and recommendation to request a number of Council policies be repealed.

Background:

A presentation was made at the April 11, 2017 regular Council meeting asking for Council to repeal the above noted policies. During the presentation, Council requested to view the information prepared in an administrative format. These documents have been attached as information, and although most require review and revision, having the policies approved administratively will ensure there is no gap in oversight.

Following a review of the City's Council policies, and a number were deemed to be primarily operational in nature. Those policies have been summarized below, along with a brief overview of their intent. As noted above, for those Council policies which are repealed, the attached administrative policies would be in effect.

Factors which are considered when presenting policies for Council approval include:

- whether the policy is mandated by the *Municipal Government Act* or other legislation;
- whether the policy involves matters with inherent liability risks, such as for roads and sidewalks;
- if there are financial impacts;
- if the policy is political in nature, or driven by Council; and
- if there are social impacts to the community;

Factors which are considered when recommending policies be approved administratively by the City Manager include:

- whether the matter is administrative in nature;
- focuses on operational decisions;

The first 10 policy summaries noted below were drafted and approved with the intent of being administrative policies, however at the time they were approved by Council resolution. Given their operational nature and responsibility, Council support is requested for repealing the policies.

Policies 11 through 17 below were approved by Council resolution, however upon review are deemed to focus on operational matters and processes.

1. Internet Access – GEN-015-A
This policy provides guidance and acceptable practices for users of the City who require Internet access to carry out the duties of their position.
2. Use of Wireless Communication Devices While Operating Mobile Equipment – GEN-019-A
This policy focuses on an increased awareness for safety practices for City staff and contractors, who are operating City-owned vehicles, equipment, or personal vehicles while on City business.
3. Computer Use – GEN-020-A
This policy provides guidance and acceptable practices for individuals who require Internet access to carry out the duties of their position.
4. Employee Recognition Award Program – HUM-001-A
This policy provides information on the recognition of employees for their performance and achievements throughout the year.
5. Local Authorities Pension Plan (LAPP) – HUM-015-A
This policy clarifies that employees of the City shall be enrolled in LAPP, when appropriate.
6. Respectful Workplace – HUM-024-A
This policy provides clarity for the delivery of high quality public services, and promotes the expectation for respectful and responsible behavior from all City staff who interact with each other, as well as interact with external customers.
7. Attendance Management – HUM-026-A
This policy provides guidelines for managing City employee work attendance, as well as noting responsibilities of employees, supervisors, Human Resources, and the Leadership Team.
8. Health & Safety – SAF-001-A
This policy clearly identifies the City's philosophy for the protection of the health and safety of its employees and contractors.
9. Drug & Alcohol Internet Access – SAF-016-A
This policy provides the City's intent for maintaining a productive, safe, and healthy work environment, which could be impacted by use of drugs or alcohol. The policy also includes procedures for addressing the use of drugs and alcohol.

10. Joint Occupational Health & Safety Committee – SAF-017-A
This policy contains details for establishing the Joint Occupational Health and Safety Committee, which consists of a wide variety of City staff, who meet to discuss health and safety matters on behalf of the City and its employees.
11. Camping in Temporary/Overflow Locations – GEN-004-C
This policy identifies areas for temporary/overflow locations for camping during special events i.e., west parking lot at Harbour Pool, west parking lot at the Jubilee Recreation Centre when Turner Park campground is full. This policy is currently administered by Facility Bookings staff through the Recreation Department.
12. Memorials – GEN-009-C
This policy provides clarification on the ability for applicants to purchase commemorative memorials, such as plaques, benches, planters, or trees, for placement in the City. Currently, Administration receives and reviews applications to ensure any requests meet specifications, and based on the applicant's item of choice for the memorial, costs are charged accordingly.
13. Electronic Message Sign – GEN-018-C
This policy provides guidance for the placement of messages on the Dow Centennial Centre (DCC) electronic sign. This is an administrative responsibility, where staff from the DCC ensure appropriateness and consistency for the use of the electronic sign.
14. Administrative Group Benefits – HUM-002-C
This policy highlights the administrative benefits to City employees. The People Services Department coordinates benefits, such as sick leave, vacation entitlement, overtime, etc., for administrative employees from within current resources. Should additional funding be required, a request would be presented to Council through the annual budget process.
15. Service Awards – HUM-016-C
This policy provides information on the recognition of employees for their performance and achievements throughout the year. Administrative service awards are administered by the People Services Department, within the perimeters of their budget. Should additional funding be required, this would be addressed through the annual budget process.
16. Opted Out and Excluded Group Benefits – HUM-025-C
This policy highlights the benefits for City employees who are in the "opted out and excluded group" category (i.e., employees who, based on their position, are eligible to accumulate overtime). The People Services Department coordinates benefits, such as sick leave, vacation entitlement, overtime, etc., for Administrative employees from within current resources. Should additional funding be required, a request would be presented to Council through the annual budget process.
17. Facility Users Insurance Requirements – GOV-003-C
This policy provides guidelines for obtaining insurance from renters of City facilities. This is a process which the City's Facility Booking staff use to ensure appropriate levels of insurance are obtained for bookings.

Recommendation:

That Council support repealing the 17 Council policies as requested in the report.

Attachments:

1. Internet Access – GEN-015-A & new Administrative Policy
2. Use of Wireless Communication Devices While Operating Mobile Equipment – GEN-019-A & new Administrative Policy
3. Computer Use – GEN-020-A & new Administrative Policy
4. Employee Recognition Award Program – HUM-001-A & new Administrative Policy
5. Local Authorities Pension Plan (LAPP) – HUM-015-A & new Administrative Policy
6. Respectful Workplace – HUM-024-A & new Administrative Policy
7. Attendance Management – HUM-026-A & new Administrative Policy
8. Health & Safety – SAF-001-A & new Administrative Policy
9. Drug & Alcohol Internet Access – SAF-016-A & new Administrative Policy
10. Joint Occupational Health & Safety Committee – SAF-017-A & new Administrative Policy
11. Camping in Temporary/Overflow Locations – GEN-004-C & new Administrative Policy
12. Memorials – GEN-009-C & new Administrative Policy
13. Electronic Message Sign – GEN-018-C & new Administrative Policy
14. Administrative Group Benefits – HUM-002-C & new Administrative Policy
15. Service Awards – HUM-016-C & new Administrative Policy
16. Opted Out and Excluded Group Benefits – HUM-025-C & new Administrative Policy
17. Facility Users Insurance Requirements – GOV-003-C & new Administrative Policy

Prepared by:	Brenda Molter Director, Legislative Services	Date: April 20, 2017
Reviewed by:	Troy Fleming Acting City Manager	Date: April 20, 2017
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