



REQUEST FOR DECISION

MEETING DATE: May 9, 2022

TITLE: Rescinding Historical Corporate Policies

DIVISION: Corporate Services

SUMMARY:

As part of the bylaw and policy review project approved in the 2022-2024 Corporate Plan, administration is bringing forward 14 corporate policies to be rescinded. These policies have either expired, are otherwise no longer required as they are either superseded by provincial legislation, matured systems, and/or process within the municipality, or are no longer necessary to enable the provision of a service.

PROPOSED MOTION:

THAT the following Corporate Policies be rescinded:

Policy 8,014, Spruce Grove Specialized Transit Service Grant Policy
Policy 6,003, Canvassing
Policy 2,002, Fire Hydrants for Private Development
Policy 4,000, Deposit of Public Documents in Government Information Division – Library
Policy 5,004, Advance Voting Polls
Policy 3,024, City Manager Contingency
Policy 3,016, Multi-Year Capital Program Development Policy
Policy 3,023, Local Improvement Deferral Policy
Policy 3,001, Bank Accounts Policy
Policy 3,000, Revenues of the City of Spruce Grove
Policy 3,010, Accounts Payable
Policy 3,007, Investment Policy
Policy 3,027, Investment in Technology Policy
Policy 6,026, Third Party Access to City Computer Network System

BACKGROUND / ANALYSIS:

Serving a maturing, growing City calls for systems that inform evidence-based decision-making. Administration is in the process of implementing various systems, policies, and processes in an effort to continuously improve transparency and program and service delivery. One of the projects supporting this initiative is a two-year bylaw and policy review.

The work is being approached in phases. The first phase has focused on bylaws and policies that are either superseded by provincial legislation, matured systems, and/or process within the municipality, or are no longer necessary to enable the provision of a service.

The chart below identifies the policies that administration is recommending be rescinded along with the reasoning to support the recommendation.

Policy Number	Policy Name	Notes
8,014	Spruce Grove Specialized Transit Service Grant Policy	Spruce Grove's Specialized Transit Services (STS) merged with the Town of Stony Plain's HandiBus program to establish a single Accessible Transportation Service (ATS). This is now governed by the Accessible Transportation Services Agreement between the City of Spruce Grove and the Town of Stony Plain, therefore the policy is no longer required.
6,003	Canvassing	The scope of this policy includes local service groups, clubs, or charitable organizations. Charity solicitation is governed by the <i>Charitable Fund-Raising Act</i> and Regulations, with Standards of Practice and Rules within the provincial jurisdiction. To remove barriers for local groups and organizations, it is recommended this policy be rescinded.
2,002	Fire Hydrants for Private Development	This is currently governed by the <i>Safety Codes Act</i> .
4,000	Deposit of Public Documents in Government Information Division – Library	This documentation is now available electronically, storing hard copies at the library is no longer required.
5,004	Advance Voting Polls	Advance voting is now governed under the Elections Bylaw, C-1145-21.

Policy Number	Policy Name	Notes
3,024	City Manager Contingency	This is now governed by the City Manager's Bylaw, C-1094-19.
3,016	Multi-Year Capital Program Development Policy	As part of the City's financial maturation process, a distinction was made between Corporate and Administrative Policy and purview, through Corporate Policy 1,000, City Policy Development. This matter is now within the Administration's purview as per the policy and the City Manager's Bylaw C-1094-19. Budget and expenditures continue to be approved by Council through the corporate planning process.
3,023	Local Improvement Deferral Policy	
3,001	Bank Accounts Policy	
3,000	Revenues of the City of Spruce Grove	
3,010	Accounts Payable	
3,007	Investment Policy	
3,027	Investment in Technology Policy	
6,026	Third-Party Access to City Computer Network System	This is now governed under the Technology Acceptable Use Policy, AP-1032-19.

OPTIONS / ALTERNATIVES:

Council may choose not to rescind some or all of the corporate policies, although based on subject matter expert consultations and research, this is not suggested.

CONSULTATION / ENGAGEMENT:

The project lead in Integrated Planning and Strategic Services has worked in partnership with the City Clerk's Office and subject matter experts in respective departments to determine those policies that would be appropriate to recommend be rescinded. Research and consultation with departments confirm no legislative gaps will result from the rescinding of the policies referenced above.

IMPLEMENTATION / COMMUNICATION:

Integrated Planning and Strategic Services will work with the City Clerk's Office to communicate the results of Council's decision and ensure that the City's website is updated appropriately.

IMPACTS:

n/a

FINANCIAL IMPLICATIONS:

n/a

STRATEGIC VISION ELEMENT:

n/a

RELATED GOAL:

n/a