

Date: 2022-04-13

Subject: **Modernizing the City of Brampton's Policies and Practices – Obsolete Policies Report**

Contact: Mikkel Marr, Acting Director, Corporate Projects, Policy and Liaison, Office of the CAO

Report Number: CAO's Office-2022-332

Recommendations:

1. THAT the report titled: **Modernizing the City of Brampton's Policies and Practices – Obsolete Council Policies** from Mikkel Marr Acting Director, Corporate Projects, Policy and Liaison, to the Committee of Council Meeting, April 13, 2022, be received; and
2. THAT the following Council Policies be declared obsolete and rescinded from the Corporate Policy Library:
 1. Conflict of Interest (2.2.0), 2002
 2. Confidentiality (2.6.0), 2002
 3. Development and Education (7.2.0), 2002
 4. Employee Assistance Plan (5.3.0), 2002
 5. Employee Group Plan (5.2.0), 2006
 6. Employment of Related Persons Council (3.3.1), 2005
 7. Information Technology (IT) Use Policy (2.11.0), 2014
 8. Job Sharing (2.9.0), 2002
 9. Performance Appraisal (7.1.0), 2002
 10. Probation and Evaluation (6.5.0), 2002
 11. Statutory Benefits (5.1.0), 2002
 12. Tax Policy and Assessment (13.12.0), 2007

Overview:

- Modernizing the City's corporate policies and practices is a critical step for ongoing transformation. Council Policies and Administrative Directives are the foundation of a well-run city and ensure a consistent and transparent provision and operation of the City's services, programs, and facilities.
- As part of the City's commitments to modernizing the City's corporate policies and practices, in 2017, the Corporate Policy Program was established. The Governing Policy sets the policy framework for the Corporate Policy Program including the development, review, and approval of Council Policies and Administrative Directives. It also provides clear lines of accountability, and that proper measures are in place for compliance and corporate-wide consistency including directing the regular review of Council Policies and Administrative Directives.
- To support our commitment to council of the Governing Policy GOV-100 this report brings forward any changes to current Council policy resulting in amendments or a policy being rescinded that would require a report to Council. The Governing Policy also ensures that Council Policies and Administrative Directives are reviewed, at least every three years, or as directed by legislation.
- This report recommends rescinding 12 Council Policies identified as being redundant and replaced by more appropriate documents or have been rolled up into existing Council Policies or Administrative Directives.

Background:

Modernizing the City's corporate policies and practices is a critical step for ongoing transformation. Corporate policies are the foundation of a well-run city and ensure a consistent and transparent provision and operation of the City's services, programs, and facilities. The Corporate Policy Program ensures greater alignment and integration between policies to reduce duplication and avoid confusing and contradictory directions.

Best practices suggest policies be reviewed every three years, otherwise directed by legislation. The Governing Policy sets the policy framework for the Corporate Policy Program including the development, review, and approval of Council Policies and Administrative Directives. It also provides clear lines of accountability and ensures that proper measures are in place for compliance and corporate-wide consistency including directing the regular review of Council Policies and Administrative Directives.

Many of the City’s policies were last reviewed in 2002. As a result, several policies are out-of-date or redundant. Departments responsible for reviewing policies may determine that the policy is no longer required and request that it be rescinded.

Staff continues to work with departmental partners to modernize the City’s policy suite to ensure the City’s policies remain current. Staff will report back to Council on the schedule for these policies, reviews, and their outcomes.

Current Situation:

As part of the Corporate Policy Program, Departments reviewed Council Policies from 2019 to 2022 and identified 12 as obsolete and recommend them for rescission. Copies of these policies are included as appendices to this (Attachments A to L). A rationale for rescinding each policy is provided in Table 1.0 below.

Table 1.0 Rationale for Recommendation to Rescind a Policy

	Council Policy	Rationale
1.	Conflict of Interest (2.2.0), 2002	This Policy was established to provide information and direction on conflict of interest as it pertains to all employees. The revised Employee Code of Conduct HRM – 100 that was approved Feb 16, 2021, has a conflict of interest embedded into it. As such this policy is no longer required and can be rescinded.
2.	Confidentiality (2.6.0), 2002	This Policy was established to provide information and direction on confidentiality as it pertains to all employees. The revised Employee Code of Conduct HRM – 100 that was approved Feb 16, 2021, has Confidentiality embedded into it. As such this policy is no longer required and can be rescinded.
3.	Development and Education (7.2.0), 2002	This Policy was established to provide information on education assistance available to employees for career-related courses/programs to enhance personal and professional development. This is a procedural document that has been replaced by the SOP <i>Education Assistance Program</i> . As such this policy is no longer required and can be rescinded.
4.	Employee Assistance Plan (5.3.0), 2002	This Policy was established to provide high-level details regarding the City’s Total Compensation program, including benefits. These are now outlined elsewhere (OurBrampton Service Cards, Benefits

		Booklets) and updated regularly. As such this policy is no longer required and can be rescinded.
5.	Employee Group Plan (5.2.0), 2006	This Policy was established to provide high-level details regarding the City's Total Compensation program, including benefits. These are now outlined elsewhere (OurBrampton Service Cards, Benefits Booklets) and updated regularly. As such this policy is no longer required and can be rescinded.
6.	Employment of Related Persons Council (3.3.1), 2005	This Policy was established to prevent conflicts of interest from occurring with respect to the employment of related persons of Members of Council. In December 2019, Members of Council were included in the policy scope of the Recruiting and Retaining Top Talent policy HRM-160 , and in the scope of the <i>Employment of Employee Relatives</i> Standard Operating Procedure, per Council direction. As such, Policy 3.3.1 is redundant and no longer required and can be rescinded.
7.	Information Technology Use Policy (2.11.0), 2014	This Policy was established to outline the requirements of using technology within the City of Brampton. The Policy has been replaced with the Use of IT Resources Administrative Directive ITS - 100 which provides concise guidelines for all staff and meets changing technology requirements. As such, the provisions outlined in the policy are outdated and are no longer required. This Policy is now obsolete and can be rescinded.
8.	Job Sharing (2.9.0), 2002	This Policy was established to document circumstances where a full-time employee could apply for a Job Sharing arrangement. The provisions have been updated and included in the Flexible Work Administrative Directive HRM – 180, approved October 12, 2021, which also describes other flexible options, including compressed work week, flextime, and remote work. As such, Policy 2.9.0 is redundant and no longer required and can be rescinded.
9.	Performance Appraisal (7.1.0), 2002	This Policy was established to outline the provisions related to the management of employee performance. In March 2018, the City launched a new Performance Management Program through the Talent and Learning Management System (TLMS). As such, the

		provisions outlined in the Policy are outdated and are no longer required. This Policy is now obsolete and can be rescinded.
10.	Probation and Evaluation (6.5.0), 2002	This policy was established to provide information on probation periods – duration and criteria – for newly hired employees and those moving within the organization (i.e. transfer, etc.) Human Resources has developed an internal document that will guide the application of probation periods for various employee types in the organization (i.e. permanent, part-time, unionized, etc.). Probation periods are communicated in writing (in the employment contract), by the hiring manager at the time of hiring/internal movement, and therefore, this Policy is redundant and can be rescinded.
11.	Statutory Benefits (5.1.0), 2002	This policy was established to provide high-level details regarding the City’s Total Compensation program, including benefits. These are now outlined elsewhere (OurBrampton Service Cards, Benefits Booklets) and updated regularly. As such this policy is no longer required and can be rescinded.
12.	Tax Policy and Assessment (13.12.0), 2007	This Policy was established to provide guidance to employees regarding the administration of the City’s tax policy and assessment review activities which are primarily directed by provincial legislation. This is a procedural document that has been replaced by the SOP <i>Tax Policy and Assessment Base Management</i> . As such this policy is no longer required and can be rescinded.

Corporate Implications:

Financial Implications:

There are no financial implications related to this report.

Other Implications:

Term of Council Priorities:

The updates to the City of Brampton policy suite support the Term of Council Priority of Brampton being a Well-Run City: Continuously improving the day-to-day operations of the corporation by streamlining service delivery, effectively managing municipal assets, and leveraging partnerships for collaboration and advocacy.

Conclusion:

For the reasons outlined in this report, the Council policies appended as Attachments should be declared obsolete and removed from the Policy Library.

Authored by:

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Attachments:

- a. Conflict of Interest (2.2.0), 2002
- b. Confidentiality (2.6.0), 2002
- c. Development and Education (7.2.0), 2002
- d. Employee Assistance Plan (5.3.0), 2002
- e. Employee Group Plan (5.2.0), 2006
- f. Employment of Related Persons Council (3.3.1), 2005
- g. Information Technology (IT) Use Policy (2.11.0), 2014
- h. Job Sharing (2.9.0), 2002
- i. Performance Appraisal (7.1.0), 2002
- j. Probation and Evaluation (6.5.0), 2002
- k. Statutory Benefits (5.1.0), 2002
- l. Tax Policy and Assessment (13.12.0), 2007