

Date: 2023-10-06

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

Secondary Title: Obsolete Policies Report

Contact: Easa Thurairajah, Senior Manager of HR Integration & Innovation, Corporate Policy

Report Number: CAO's Office-2023-850

Recommendations:

1. That the report from Harrish Thirukumaran, Policy Advisor, Corporate Policy to the Committee of Council Meeting of October 25, 2023, re: **Modernizing the City of Brampton's Policies and Practices – Obsolete Policies Report**, be received; and
2. That the following Council Policies be declared obsolete and rescinded from the Corporate Policy Library:
 - a) Expenses-Approval Requirements (13.3.0), 2011
 - b) Expenses-Business (13.3.1), 2011
 - c) Expenses – Mileage (13.3.2), 2002
 - d) Expenses-Petty (13.3.3), 2001
 - e) Expenses – Professional Membership (13.3.4), 2011
 - f) Meal Allowance (5.6.0), 2002
 - g) Care, Custody and Control of City Assets (13.4.1), 2007
 - h) Insurance Policy (13.4.0) 2001
 - i) Staff Attendance and Expenses at Events Policy 14.5.3

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 commitment to modernizing the City’s corporate policies and practices, in 2017, the Corporate Policy Program was established. The Governing Policy for the Corporate Policy Program GOV-110 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.**
- **The Policy also ensures that Council Policies and Administrative Directives are reviewed, at minimum every three years, or as directed by legislation.**
- **This report recommends rescinding 9 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 direction.

Best practices suggest policies be reviewed every three years, unless otherwise directed by legislation. As part of the City’s commitment to modernizing the City’s corporate policies and practices, in 2017, the Corporate Policy Program was established. The Governing Policy for the Corporate Policy Program GOV-110 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.

Many of the City’s policies were last reviewed in 2002. As a result, a number of 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 continue 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 and identified 9 as obsolete and recommend them for rescission. Copies of these policies are included as appendices to this (Attachments 1 to 9). 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.	Expenses – Approval Requirements (13.3.0), 2011	Various internal and external audit reviews have noted inefficiencies in the processing of employee expenses including the heavy reliance on paper forms and multiple levels of management approval. In addition, these audits recommended review, update and consolidation of the existing policies and procedures related to staff expenses.
2.	Expenses – Business (13.3.1), 2011	
3.	Expenses – Mileage (13.3.2), 2002	To address process recommendations, the Employee Business Expenses online workflow has been implemented in January 2019. This tool and supporting process enhances overall process effectiveness through implementation of specific workflow features, development of user-friendly online forms and elimination of redundant submissions and approvals. To address the policy component, the new Employee Business Expenses Administrative Directive has been created. This Administrative Directive consolidates all employee business expense policies while condensing verbiage to remove redundancy and repetitive sections. To ensure consistency in application, it is recommended that these current Employee Business Expense policies be rescinded in favour of the new Administrative Directive.
4.	Expenses – Professional Membership (13.3.4), 2011	
5.	Meal Allowance (5.6.0), 2002	
6	Expenses-Petty (13.3.3), 2001	
7	Care, Custody and Control of City Assets (13.4.1), 2007	

		<p>such as laptops and cellular phones, as well as to City-owned vehicles. It also instructs staff of procedures to be followed in the event of loss or damage to such assets, as well as procedures for submitting internal claims for such losses. It has been determined that responsible stewardship of these assets as well as procedures to be followed in the event of loss or damage are also addressed under the following three policies: <u>Use of Information Technology Resources ITS-100</u>, <u>Fleet Vehicle Usage AD TRP-110</u>, and <u>Employee Code of Conduct HRM-100</u>. Furthermore, as the requirements for reporting internal claims are procedural in nature, it has been determined that these are best addressed by a Standard Operating Procedure (SOP). An SOP for submission of internal claims for loss or damage to City assets has been developed.</p>
8	Insurance Policy (13.4.0) 2001	<p>This is a brief policy which establishes the minimum rating from three rating agencies (A.M. Best; Moody's; Standard & Poors) required for insurers from which the City will accept Certificates of Insurance. This provision is already contained in all City contract and agreement templates; and as such this policy appears to be unnecessary.</p>
9	Staff Attendance and Expenses at Events Policy 14.5.3	<p>The following provisions in Policy 14.5.3 are out of date:</p> <p>The maximum number of staff attending an event shall not exceed four (4) from each Department, unless otherwise approved by the Department Head.</p> <p>Where appropriate, staff attending an eligible event may host guests from the community that are associated with the mandate and services of their respective Department.</p> <p>The new Employee Business Expenses Administrative Directive FIN-160 Section 6.3 provides sufficient guidance in cases where staff needs to host members of the community that was previously found in Policy 14.5.3</p>

Corporate Implications:

Financial Implications:

There are no financial implications related to this report.

Other Implications:

Strategic Focus Area:

- **Government & Leadership:** Focusing on service excellence with equity, innovation, efficiency, effectiveness, accountability, and transparency.

The updates to the City of Brampton policy suite support **Government & Leadership:** by improving efficiency and effectiveness of the City for service excellence.

Conclusion:

For the reasons outlined in this report, the Council Policies appended as Attachments should be declared obsolete and removed from the City's policy suite.

Authored by:

Reviewed by:

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Approved by:

Submitted by:

Marlon Kallideen, Chief
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Marlon Kallideen, Chief Administrative
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Attachments:

- Attachment 1 - [Expenses – Approval Requirements \(13.3.0\), 2011](#)
- Attachment 2 - [Expenses – Mileage \(13.3.2\), 2002](#)
- Attachment 3 - [Expenses – Business \(13.3.1\), 2011](#)
- Attachment 4 - [Expenses-Petty \(13.3.3\), 2001](#)
- Attachment 5 - [Expenses – Professional Membership \(13.3.4\), 2011](#)
- Attachment 6 - [Meal Allowance \(5.6.0\), 2002](#)
- Attachment 7 - [Care, Custody and Control of City Assets \(13.4.1\), 2007](#)
- Attachment 8 - [Insurance Policy \(13.4.0\) 2001](#)
- Attachment 9 - [Staff Attendance and Expenses at Events Policy 14.5.3](#)