
Subject: Public Works Policy Manual Update

Report to: Public Works Committee

Report date: Tuesday, May 11, 2021

Recommendations

1. That the policies listed in Appendix 1 to Report PW 16-2021 **BE REPEALED** and **REMOVED** from the Public Works Policy Manual; and
2. That the revised policies contained in Appendix 2 to Report PW 16-2021 **BE APPROVED** and **ADDED** to the Corporate Policy Manual.

Key Facts

- The purpose of this report is to seek approval of changes to departmental policies contained within the Public Works Policy Manual.
- The Public Works Department is undertaking a review of its Policy Manual with the goal of eliminating the departmental manual and transferring required policies to the Corporate Policy Manual.
- As noted in C-A-001-001 Corporate Policy Framework – Administrative Processes and Review, changes to corporate policies require the approval of Regional Council.
- Obsolete policies are listed in Appendix 1 to this report; it is proposed that these policies be repealed and removed from the Policy Manual.
- Two (2) policies have been revised and are presented for approval; they are included in Appendix 2.
- Additional policies are slated for review and revision and will be submitted to Committee/Council under cover of future reports.

Financial Considerations

There are no financial considerations associated with this report.

Analysis

The Public Works Department has initiated a review of the Public Works Policy Manual. The goals of the review are as follows:

- Eliminate any policies that are no longer required;

- Revise/update remaining policies as required to ensure that they reflect current practice;
- Reformat policies using the corporate-approved template;
- Move policies to the Corporate Policy Manual and apply document control measures.

Divisional Representatives have reviewed their respective division's policies and assigned a disposition of "keep and maintain", "keep and revise", or "delete/obsolete". In addition, nine (9) policies were identified for transfer to another department or division.

Policies proposed for deletion are listed in Appendix 1 of this report.

To-date, two (2) policies have been reviewed and revised. They are submitted for approval in Appendix 2 of this report as follows:

- **Appendix 2A:** "Lettering on Steel Water Storage Tanks and Standpipes";
- **Appendix 2B:** "Tours of Public Works Facilities"

Alternatives Reviewed

Not applicable.

Relationship to Council Strategic Priorities

The recommendations in this report align with Council's Strategic Priority #4, "Sustainable and Engaging Government", and more specifically with Objective 4.1: "High Quality, Efficient and Coordinated Core Services". The Public Works Policy Manual update is a continual improvement exercise. The revised policies provide accurate overviews of departmental programs and operations, allowing the department to communicate more effectively with internal and external customers.

Other Pertinent Reports

Not applicable.

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This report was reviewed by Doran Anzolin, Corporate Policy Advisor and Donna Gibbs, Director, Legal and Court Services.

Appendices

Appendix 1	Public Works Policies Proposed for Repeal
Appendix 2A	Policy: Lettering on Steel Water Storage Tanks and Standpipes
Appendix 2B	Policy: Tours of Public Works Facilities