



Request for Decision

Council Meeting: January 14, 2020

8.11 Policy Manual – Review, Reformatting, and Renumbering

Request

In May, County Administration discussed ways to improve the Policy Manual and how to more effectively ensure that Manuals are being updated accordingly.

It was determined that a reformatting of the manual as well as a new numbering system would be beneficial.

As well, the County's Policy Manual Review Policy encourages a review of all policies every three (3) years. Administration has completed this review in 2019.

All policies being identified as requiring changes during the review will be brought forward to the Policy Committee in 2020.

Administration staff have completed the reformatting and renumbering of the Policy Manual in addition to correcting minor typographical errors when located.

Budget/Financial – N/A

Legislation/Bylaw/Policy Consideration – N/A

Alternatives

- Approve the Policy Manual review, reformatting, and renumbering
- Do not approve the Policy Manual review, reformatting and renumbering

Recommendation

Administration is recommending to approve the Policy Manual review, reformatting and renumbering as presented.

Submitted by: Kyle Attanasio – Director of Corporate Services