

GOVERNANCE ADVISORY COMMITTEE**Review of Several Governance Policies****Report Purpose**

To provide a report to Council and seek approval on amendments to two governance policies.

Recommendation

THAT revised policy GOV-001-024 Authorization and Verification of Unbudgeted Expenditure, as set out in enclosure 1 of the March 2, 2021 Governance Advisory Committee report, be approved.

THAT revised policy GOV-001-037 Deceased Members of Council, as set out in enclosure 2 of the March 2, 2021 Governance Advisory Committee report, be approved.

Rationale

The Governance Advisory Committee (GAC) is responsible for leading the review of certain Governance policies in accordance with its mandate and the County's policy review schedule. The GAC reviews and provides recommendations for changes to Council who is ultimately responsible for approving all County policies.

Report

In 2021, there were several governance policies identified as needing to be reviewed by the GAC. These policies were included in the 2021 GAC annual work plan which was adopted on January 27, 2021.

The following policies were grouped together for review at the February GAC meeting since they were expected to be in good order and only in need of minor revisions:

- GOV-001-015 Proclamations Policy
- GOV-001-021 Recognition of Retiring Public Members on Council Advisory Boards and Committees Policy
- GOV-001-024 Authorization and Verification of Unbudgeted Expenditures Policy
- GOV-001-037 Deceased Members of Council Policy

The chart below sets out the GAC's recommendations related to these policies. The GAC is recommending amendments to two policies as explained in the chart.

Policy	GAC Comments
GOV-001-015 Proclamations Policy	The GAC conducted a thorough review of this policy in 2018. As part of that review, the policy template was updated, definitions were added, purpose statement was added, and some of the guidelines were clarified. The changes were approved at the December 11, 2018 Council meeting. The policy was again reviewed at the February 17, 2021 meeting and no further amendments are proposed at this time.

GOV-001-021 Recognition of Retiring Public Members on Council Advisory Boards and Committees Policy	The GAC conducted a thorough review of this policy in 2018. As part of that review, the policy template was updated, the title was revised, the policy statement was clarified, a purpose statement was added, and guidelines 2 and 4 were updated to reflect current practice. The changes were approved at the March 27, 2018 Council meeting. The policy was again reviewed at the February 17, 2021 meeting and no further amendments are proposed at this time.
GOV-001-024 Authorization and Verification of Unbudgeted Expenditures Policy	<p>The GAC conducted a thorough review of this policy in 2018. As part of that review, the policy template was updated and the amount in point 4 was corrected to 2 million dollars. The policy changes were approved at the June 5, 2018 Council meeting.</p> <p>As part of its February 17, 2021 review, the GAC is recommending the following house-keeping changes:</p> <ul style="list-style-type: none"> • Add the "Expenditure and Budget Management policy FIN-001-004 in the cross-reference section. • Add a period at the end of the purpose statement. • Add the word "and" after guideline number 2. <p>See enclosure 1 for updated policy.</p>
GOV-001-037 Deceased Members of Council Policy	<p>This policy was first approved by Council on November 6, 2018. Although the policy is still relatively new, the GAC is recommending that time period for requesting the use of a County facility for a memorial be changed from 3 months to 12 months. This change allows for more flexibility and may be especially prudent given the current gathering restrictions in place due to covid-19.</p> <p>See enclosure 2 for updated policy.</p>

Enclosure 1 and 2 provided the updated policies that require Council approval.

Enclosures

- 1 GOV-001-024 Authorization and Verification of Unbudgeted Expenditures Policy **(updated)**
- 2 GOV-001-037 Deceased Members of Council Policy **(updated)**
- 3 GOV-001-015 Proclamations Policy (current – no changes proposed)
- 4 GOV-001-021 Recognition of Retiring Public Members on Council Advisory Boards and Committees Policy (current – no changes proposed)