

June 20, 2017

Report To: Mayor and Council

From: Doug Brown, CAO

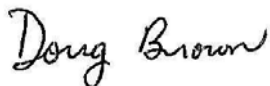
**SUBJECT: Review of Four (4) Policies – 3.9- Employee Communications, 1.14 – Financial Statements, 1.2 – Colour Code for Municipal Buildings & 3.23 - Annual Appreciation Event.**

With respect to the discussion at the May 16<sup>th</sup>, 2017 Administration and Finance Executive Committee meeting, the senior management team have begun the process of reviewing the existing corporate policies, which are contained in the Town's policy manual. This manual is currently available and accessible by the staff, and general public on the Town's website.

Recently, the senior management team has reviewed the attached 4 policies, and recommends the following;

- 1) **Policy 3.9- Employee Communications** – that this policy be amended and brought back to a subsequent meeting of the Administration and Finance Executive Committee meeting for further review.
- 2) **Policy 1.14 – Financial Statements**- that this policy be deleted as language is out dated. No approval date is outlined within the existing policy. This policy possibly developed over 25 years ago where personal computers were introduced into the work place.
- 3) **Policy 1.2 – Colour Code for Municipal Buildings**- that this policy be deleted.
- 4) **Policy 3.23 - Annual Appreciation Event** – that attached revisions to the policy be approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

**Council approval of this report** will agree with the following recommendations from the Administration and Finance Executive Committee:

- 1) **Policy 3.9- Employee Communications** – that this policy be amended and brought back to a subsequent meeting of the Administration and Finance Executive Committee for further review.
- 2) **Policy 1.14 – Financial Statements**- that this policy be deleted as language is out dated. No approval date is outlined within the existing policy. This policy possibly developed over 25 years ago where personal computers were introduced into the work place.
- 3) **Policy 1.2 – Colour Code for Municipal Buildings**- that this policy be deleted.
- 4) **Policy 3.23 - Annual Appreciation Event** – that attached revisions to the policy be approved.