

# Report to Council



**Date:** June 3, 2024  
**To:** Council  
**From:** City Manager  
**Subject:** Council Policy Updates and Rescinds  
**Department:** Finance Division and Real Estate Department

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**Recommendation:**

THAT Council receives for information from this report from the Finance Division and Real Estate Department dated June 3, 2024;

AND THAT Council Policy No. 76, being Disposal of City Property, be revised as outlined in the Report from the Finance Division and Real Estate Department dated June 3, 2024;

AND THAT Council Policy No. 135, being Posting of Security, be rescinded;

AND THAT Council Policy No. 159, being Pay Telephone Booth Locations on Public Property, be rescinded;

AND THAT Council Policy No. 164, being Travel Expenses – Officers and Employees, be rescinded;

AND FURTHER THAT Council Policy No. 182, Airline Travel Bonus Points, be rescinded.

**Purpose:**

To revise and rescind various Council Policies that need adjustment to remain accurate or are no longer needed.

**Background:**

Staff have been reviewing existing Council Policies to identify ones that have become antiquated, or ones that need adjustment to remain effective.

**Discussion:**

*Council Policy No. 76 – Disposal of City Property*

The policy, which provides guidance regarding when and how the City may consider disposing of land owned by the municipality, has been identified to be updated. Policy Statement No. 4 is proposed to be removed as staff has a number of tools and professional practices around the method to list land for sale, plus it is not legislatively required that Council determine the method used. Policy Statement

No. 5 is proposed to be removed as the existing policy provides direction specific to certain properties in the City and all actions have been concluded, so this portion of the policy is no longer required. Overall, no major content changes are proposed that would alter the City considering disposal of land, rather changes are proposed that align with existing conditions and administrative updates.

*Council Policy No. 164– Travel Expenses – Officers & Employees*

Staff recommend this Policy be rescinded in part due to its outdated content and the fact that travel expenses are most commonly an operational and administrative process task for the transactions associated with travel.

*Council Policy No. 182– Airline Travel Bonus Points*

Staff recommend rescinding this Policy because this subject matter is no longer relevant. Travel costs and expenditure activity is handled and processed in ways that no longer involve air miles. As an example, procurement credit cards are used quite commonly and there is no implication of air miles. In addition, those staff that may not have a procurement credit card themselves often have other staff transact on their behalf for travel costs like, accommodation and transportation. The end result of this current processing of expenditures means that there is no need to address the subject of air miles, as it is materially irrelevant.

*Council Policy No. 159 – Pay Telephone Booth Locations*

Staff are bringing to the attention of Council that there are no more phone booths in the City. Telecom providers removed all of these in the early 2000s, and the purpose of this policy is no longer valid. Staff also see no future prospect of the return of telephone booths and so rescinding this policy is the recommended course of action.

*Council Policy No. 135 – Posting of Security*

Staff recently identified that this Council Policy is unnecessary due to there being a more comprehensive Performance Security policy that is already in place at a corporate policy level.

**Conclusion:**

Staff recommend support for the amendments to the attached Council Policies.

**Internal Circulation:**

Real Estate Department  
Infrastructure  
Development Planning  
Development Services  
Finance  
Purchasing  
Utility Planning  
Office of the City Clerk

**Considerations not applicable to this report:**

Financial/Budgetary Considerations:

Communications Comments:

Legal/Statutory Authority:

Legal/Statutory Procedural Requirements:

Existing Policy:

External Agency/Public Comments:

Submitted by:

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**Approved for inclusion:** J Sass, Finance Divisional Director

cc:

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