



ADMINISTRATION/FINANCE & PERSONNEL REPORT

To: Council

Meeting Date: November 12, 2024

Prepared by: Grace Kosch
Municipal Clerk

Date Prepared: October 24, 2024

Subject: Corporate Policy Housekeeping

Recommendation:

That the Council of the Township of Wellesley approve repealing of Corporate Policies as identified in the attached nine department schedules (administration / Animal Control / Building / Finance / Fire / Personnel / Planning and Public Works); and further,

That the policies still in use be moved to the TOMRMS records management system.

Summary:

Corporate policies impact all members of Council and staff. The Clerk's department have been asked to assist departments in reviewing corporate policies.

Report:

Some of these policies date back to 1980's and 1990's. All policies listed in the attached schedules have been reviewed by the individual departments within the Township to determine whether the policies should be repealed because another policy has replaced it or that the policy is a current practice and should be moved to the TOMRMS records management system.

Township Strategic Plan:

This report aligns with the initiative of Responsive and Engaging Government Services with the strategic goal of Public Engagement.

Financial Implications:

N/A

Other Department / Agency Comments:

All Departments were involved in this process.

Legal Considerations:

N/A

Attachment(s):

Department schedules

Approved By:

Chief Administrative Officer, Rik Louwagie

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Administration Department

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Admin Policy 01	Mayor Contacting Two Solicitor or Auditor		1989	Y	Not current Practice
Admin Policy 02	Councillors Contacting Two Solicitor or Auditor		1989	Y	Not current Practice
Admin Policy 03	Rental of Township Hall, Crosshill		1989	Y	Not current Practice
Admin Policy 04	Investment Policy		1989	Y	Not current Practice
Admin Policy 05	Fidelity Bonding		1986	Y	Not current Practice
Admin Policy 06	Closed Door Meetings - CAUCUS		1995	Y	updated Municipal Act 2001, S.O. 2001, c. 25 - Section 239
Admin Policy 07	Administration Financial		1991	N	Current Practice - Move to TOMRMS
Admin Policy 08	Sale of Real Property		1995	N	Current Practice - Move to TOMRMS
Admin Policy 09	Maintenance & Restoration Work - Old Wellesley School		1993	N	Current Practice - Move to TOMRMS
Admin Policy 10	Lotteries - Break Open Tickets		1993	Y	updated Gaming Control Act & Alcohol & Gaming Commission of Ontario
Admin Policy 11	Lotteries - Raffle Prizes over \$10,000		1993	Y	Letter of Credit no longer required
Admin Policy 12	Lotteries - issuance of Lottery Licenses		1994	N	Current Practice - Move to TOMRMS
Admin Policy 13	Suspension of the Declaration of Proclamation		1995	N	Current Practice - Move to TOMRMS
Admin Policy 14	Photocopying & Fax Rates		1996	Y	Captured in Fees & Charges By-law, as amended
Admin Policy 15	Delegations		1996	Y	Captured in Procedural By-law 2024
Admin Policy 16	Speaking to Council before Meeting		2001	Y	Captured in Procedural By-law 2024
Admin Policy 17	Corporate Credit Card	Policy #30	2001	Y	Repeal, replaced with Policy # 30
Admin Policy 18	Provisions of Notice		2002	Y	Captured in Procedural By-law 2024
Admin Policy 19	Health & Safety	Policy # 25	2003	Y	Repeal replaced with Policy # 25
Admin Policy 21	By-law to Amend Procedural By-law 3461-82 & 10/85		2004	Y	Captured in Procedural By-law 2024
Admin Policy 22	Nepotism		2004	N	Current Practice - Move to TOMRMS
Admin Policy 23	Lapel Pins		2007	N	Current Practice - Move to TOMRMS
Admin Policy 24	Purchase of Goods & Service & Disposal of Surplus Goods	By-law 28/2022	2005	Y	Replaced by By-law 28/2022 Procurement of Goods & Services and the Disposal of Surplus Goods
Admin Policy 25	Health & Safety Policy		2008	N	Current Practice - Move to TOMRMS
Admin Policy 26	Consultation Process for Wireless Telecommunication Facilities		2008	Y	We don't have the authority to require those things to happen other than what is federally required

Admin Policy 27	Public Sector Accounting Board (PSAB) Accounting Practices		2009	N	Under Review - To be discussed with External Auditors
Admin Policy 28	Accessibility Standards for Customer Service		2009	N	Current Practice - Move to TOMRMS
Admin Policy 29	Township Complaint Process		2013	Y	Replaced by online Compliment or Complaint Form
Admin Policy 30	Corporate Credit Card		2016	N	Current Practice - Move to TOMRMS
Admin Policy 31	Corporate Donation	November 2016	2014	Y	Superceded by the Affiliation Policy
Admin Policy 32	Social Media		2016	N	Current Practice - Move to TOMRMS
Admin Policy 33	Municipal Vehicle Use		2016	N	Current Practice - Move to TOMRMS
Admin Policy 34	Cannabis Delegating Authority - Criteria		2019	N	Current Practice - Move to TOMRMS
Admin Policy 35	Asset Management		2019	N	Current Practice - Move to TOMRMS
Admin Policy 36	Records Management		2020	N	Current Practice - Move to TOMRMS
Admin Policy 37	Record Management - Email Management & Retention		2020	N	Current Practice - Move to TOMRMS
Admin Policy 38	Flag Policy		2021	N	Current Practice - Move to TOMRMS
Admin Policy 39	Flexible Work Arrangement		2022	N	Current Practice - Move to TOMRMS
Admin Policy 40	Police Record Check		2023	N	Current Practice - Move to TOMRMS
Admin Policy 41	Respectful Behaviour Policy		2024	N	Current Practice - Move to TOMRMS

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Animal Control

POLICY	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Animal Control # 1	Stray, Sick or Injured Cats or Dogs		1984	Y	Replaced with Agreement with Service Provider
Animal Control # 2	Wiild Animals, Skunks		1988	Y	Replaced with Agreement with Service Provider
Animal Control # 3	Diseased Cats		1997	Y	Replaced with Agreement with Service Provider

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Building Department

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Building Policy #1	Repair of Existing Roof		1977	Y	No longer required
Building Policy #2	Determination of Water Supply		1977	Y	Repeal, governed by OBC
Building Policy #3	Mobile Home Fees			Y	Captured in Fees & Charges By-law, as amended
Building Policy #4	Health Unit Approval		1980	Y	Repeal, governed by OBC
Building Policy #5	Ministry of Labour Approval		1980	Y	No longer required
Building Policy #6	Certificate of Compliance		1981	Y	Repeal, governed by OBC
Building Policy #7	Inspections		1981	Y	Repeal, governed by OBC
Building Policy #8	Foundation Drains		1986	Y	Repeal, governed by OBC
Building Policy #9	Prohibit the Construction of Structures over Municipal Drains		1987	Y	Repeal, governed by the current Zoning By-law
Building Policy #10	Fees for Churches		1988	Y	Captured in Fees & Charges By-law, as amended
Building Policy #11	Fees for Schools		1988	Y	Captured in Fees & Charges By-law, as amended
Building Policy #12	Stop work Orders		1988	Y	No longer required
Building Policy #13	Building Permit Requirements - Footings & Foundation		1988	Y	Repeal, governed by OBC
Building Policy #14	interpretation of Section 4.2.4 of Bylaw 35-83		1992	Y	No longer required
Building Policy #15	Construction Error Toleramce		1993	N	Current Practice - Move to TOMRMS
Building Policy #16	Building Permit Process		2002	Y	No longer required
Building Policy #17	Inspection Stickers		2002	Y	No longer required
Building Policy #18	Temporary Use of Camping Trailer		2002	Y	Repeal, identified in the current Zoning By-law
Building Policy #19	Septic System Permit Approval Requirements		2009	Y	Repeal, governed by OBC
Lot Gradiing Policy # 1	Hold Harmless Agreements Required for Lot Grading Releases			Y	Repeal, Municipality would no longer enter into these agreements

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Finance - Fees

POLICY	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Fee Policy # 1	Damage Deposits for Sidewalks		1977	Y	Repeal, policy is irrelevant
Fee Policy # 2	Clerks Fee on Zone Change			Y	Repeal, all captured in current Fees & Charges By-law
Fee Policy # 3	Demolition Agreement		1990	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 4	Certificate of Compliance		1982	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 5	Zone change Application		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 6	Official Plan Amendment		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 7	Official Plan Amendment & Zone Change Application		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 8	Appeal to the ontario Muicipal Board		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 9	Draft Plan of Subdivision		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 10	Committee of Adjustment		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 11	Consent Application		1993	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 12	Tax Arrears Certificate & Zoning Certificate		1990	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 13	Deposit re: Sanitary Sewer System, Wellesley Connection of Drain		1987	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 14	Occupancy and/or Final inspection Deposit		1991	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 15	Subscription Price List (Council & Committee Material)		1990	Y	Repeal, policy is irrelevant
Fee Policy # 16	Interest of Outstanding Accounts		2002	Y	Repeal, covered by By-law 3/2024
Fee Policy # 17	Service Charges to Process NSF cheques		2002	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 18	Zone Change Application - update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 19	Official plan Amendment - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 20	Official Plan Amendment & Zone Change Amendment - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 21	Appeal to the Ontario Municipal Board - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 22	Draft Plan of Subdivision - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 23	Committee of Adjustment - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 24	Consent Appplication - Update		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 25	Severance Application Where a Consent has been Granted but has been made		1996	Y	Repeal, covered in Fees & Charges By-law
Fee Policy # 26	Tax Arrears Certificate & Zoning certificate		1995	Y	Repeal, covered in Fees & Charges By-law
DC Policy # 1	Development Charge Deferral Interest Policy			N	
Deposit Policy #1	Lot Grading Deposits		1999	Y	Repeal, covered in Fees & Charges By-law
	Internal Donation Policy				
Tax Policy # 1	Taxes Due on Assessment under Appeal		1997	Y	Repeal, covered in Fees & Charges By-law

Tax Policy # 2	Amount of Tax Levy Installments & Due Dates		1995	Y	Repeal, covered in Fees & Charges By-law
Tax Policy # 3	Business Tax Collection		1996	Y	Repeal, covered in Fees & Charges By-law
Tax Policy # 4	Pre-Authorized Payment Plan		1998	Y	Repeal, covered in Fees & Charges By-law
Tax Policy # 5	Property Vacancy Verification Process		2002	Y	Repeal, covered in Fees & Charges By-law
Tendering Policy # 1			1977	Y	Repeal, currently under Bids & Tenders Program
Plumbing Policy # 1	Water Meters		1977	Y	Repeal, no longer the current practice
W & S Policy # 1	Connection Charges		1996	Y	Repeal, no longer the current practice
W & S Policy # 2	Sewer Rates		1995	Y	Repeal, no longer the current practice

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Fire Department

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Fire Policy # 1	Fire Requirements for Industrial Buildings		1977	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 2	Inspections		1980	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 3	Fire Calls to Provincial Highways		1983	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 4	Ratepayers Request to use Fire Equipment		1983	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 5	Retirement			Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 6	Fees for Fire Inspections		1990	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 7	Fire Calls to Regional & Township Roads		1990	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year

Fire Policy # 8	Land, Water & Ice Rescue Services		1992	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 9	Beards & Facial Hair		1992	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 10	Budgets		1992	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 11	Chimney Fires		1993	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 12	Down Sizing		1993	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 13	Plaques for Firemen		1999	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 14	Open Air Fire Policy, Burn Permits, Revised Fire Call Report		2001	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 15	Charges Under By-law for Burn Permits		2002	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 16	Service Charges Levied at MTO Rates under By-law for Burn Permits		2002	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year

Fire Policy # 17	Water Reservoirs for Farm Related Occupations Pursuant to By-law 08-2001		2003	N	Currently being updated
Fire Policy # 18	Consistent Lettering of Twp Fire Vehicles		2003	N	Current practice
Fire Policy # 19	Reimbursement for Meals		2003	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 20	Waterloo Region Emergency Training and Research Centre (WRESTRC) policies		2004	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 21	Service Agreement with Fire Department		2002	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 22	Regulating By-law		2005	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year
Fire Policy # 23	Double Hatter		2006	Y	repeal policy, have been updated and put into new by-laws approved by council and current SOG/SOP's Covered in the body of our current OH & S Policy which is reviewed and posted throughout all Township sites every year

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Personnel

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Personnel Policy # 3	Salary increases		1986	Y	Repeal, covered in Employee Manual 2024 (Section 14)
Personnel Policy # 5	Workers' Compensation Board Benefits		1988	Y	Repeal, covered in Employee Manual 2024 (Section 14) and Union Contract
Personnel Policy # 8	Non-Union Personnel Policy		1989	Y	Repeal, covered in Employee Manual 2024 (Sections - various)
Personnel Policy # 10	Mileage for Staff Members - Mileage Forms		2001	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 11	Hiring Township Employees - Advertising		1992	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 13	Operating Principles of Township Council Personnel Principles for the Township		1995	Y	Repeal, covered in Code of Conduct for Council and Procedural By-law
Personnel Policy # 14	Seminars - Written Report to Council		1992	Y	Not Current Practice
Personnel Policy # 15	Health & Safety Policy	Health & Safety 2008	2002	Y	Repeal, replaced with Health & Safety Policy 2008
Personnel Policy # 16	Office hours - Personal Day		1992	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 17	Policies Management & Other Full Time Non Union Employees		1993	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 19	Staff Participation in Fundraising Ventures		1994	Y	Repeal, covered under current legislation (1994)
Personnel Policy # 20	Approval of Job Description		1994	Y	Repeal, completed by HR Consultant
Personnel Policy # 21	Employee Performance Evaluation Report		1995	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 22	Probation - Non Union Part Time Arena Staff		1997	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 23	Extension of Benefits to Non Union Employees		2000	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 24	Mileage Expense - Mayor & Council		2001	Y	Repeal, covered through mileage policy
Personnel Policy # 25	Health & Safety		2004	Y	Repeal, replaced with Health & Safety Policy 2022
Personnel Policy # 26	Nepotism		2004	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 27	Per Diems	Policy # 28	2007	Y	Repeal, revised through the Employee Manual 2024

Personnel Policy # 28	Family Day Stat holiday	Personnel 19-17	2007	Y	Repeal, revised through the Employee Manual 2024
Personnel Policy # 29	Personal Vehicle Damage		2007	N	Relevant and can be moved to TOMRMS
Personnel Policy # 30	Cell Phone Policy		2012	N	Relevant and can be moved to TOMRMS
Personnel Policy # 31	Exit interview Policy		2016		under review
Personnel Policy # 32	Retirement Recognition policy		2017	N	Relevant and can be moved to TOMRMS
Personnel Policy # 33	Payroll		1986	N	Relevant and can be moved to TOMRMS

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Planning and Lot Levies

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Planning Policy # 1	Engineers on Subdivision		1977	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 2	Drainage Plan, Subdivision Agreement		1978	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 3	Cost incurred by Township on Subdivision		1978	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 4	Mobile Homes		1978	Y	Addressed in current OP and ZBL
Planning Policy # 5	Road Superintendent Review of Drainage Plans		1978	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 6	Farm Odours		1979	Y	Addressed in current Township Development Standards / subdivision agreements / MDS requirements
Planning Policy # 7			1979	Y	Addressed in current Township Development Standards / subdivision agreements / MDS requirements
Planning Policy # 8			1980	Y	Addressed in current Township Development Standards / subdivision agreements / MDS requirements
Planning Policy # 9	Legal Non-Conformity		1981	Y	Addressed in ZBL
Planning Policy # 10	Tariff of Fees for Planning Matters		1994	Y	Addressed in current Fees and Charges By-law
Planning Policy # 11	Letter of Credit re: New Construction Lien Act		1983	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 12	Notice to Property Owner re: Consent Application		1983	Y	Addressed in the Planning Act
Planning Policy # 13	Consent Application Under the Planning Act		1984	Y	Consents are approved by the Committee of Adjustment under the Planning Act
Planning Policy # 14	Consent Instruction for the Application Form		1984	Y	Addressed in the Planning Act
Planning Policy # 15	Establishing Letter of Credits		1986	Y	Addressed in current Township Development Standards / subdivision agreements

Planning Policy # 16	Septic Tank Permits re: Condition of Consent		1987	Y	Revoke as septic approval is through the OBC
Planning Policy # 17	Intpretation of the Wellesley Official Plan - Core Area Designation		1988	Y	This policy references previous OP and no longer applicable
Planning Policy # 18	Standard Condition re: Bell Canada		1989	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 19	Subdivision Registration Requirements		1990	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 20	Municipal Clearance Under Liquor License Act		1990	Y	Addressed in existing Provincial rules and regulations
Planning Policy # 21	Zoning Violation Procedures		1993	Y	Addressed in current ZBL
Planning Policy # 22	Consent Approvals		1994	Y	the stamping of deeds is completed by the Sec-treas of C of A. this can be revoked.
Planning Policy # 23	Standard Subdivision Agreement		1995	Y	Addressed in current Township Development Standards / subdivision agreements
Planning Policy # 24	Mixed Use Rural Agricultural Cluster Criteria		1997	Y	Addressed in current OP and ZBL
Planning Policy # 25	Water Reservoirs for Farm Related Occupation Pursuant to By-law 08-2001		2003	Y	Addressed in existing Provincial rules and regulations
Lot Levy Policy # 1	Lot Levy Charges		1978	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 2	Impose as a Condition on Severances		1978	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 3	Levy re: Fire Equipment		1978	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 4	New Farm Unit		1979	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 5	Mobile Home		1979%	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 6	Timing of a Lot Levy Payment		1981	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 7	Lot Levy Fees		1987	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act

Lot Levy Policy # 8	Lot Levy Fees (new rates effective April 3, 1989)		1989	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 9	Rate Applicable for Lot Levy on Plans of Subdivision		1989	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 10	Lot Levies Application to Existing Vacant Lots of Record		1990	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 11	By-law 30/96 Development Charge Amendments		1996	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act
Lot Levy Policy # 12	By-law 30/96 Development Charge Amendments		2004	Y	All of the lot levy policies are redundant and are superseded by the Development Charges Act

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Public Works Department

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Roads Policy # 1	Mail Box Damage by Snow Plows		1979	N	Still Relevant
Roads Policy # 2	Tree Cutting		1982	Y	Replaced as part of policy #16
Roads Policy # 3	Sale of Gravel		1983	Y	not relevant
Roads Policy # 4	Repair to Cellar Drains		1983	N	Could still be relevant
Roads Policy # 5	Reports to Regional Police - Evidents of Damage		1984	Y	not relevant
Roads Policy # 6	Sanitary Sewer Connections		1987	Y	not relevant
Roads Policy # 7	Entrance Culverts		1986	Y	Replaced with policy #14
Roads Policy # 8	Ditch Closing		1986	Y	Replaced with policy #14
Roads Policy # 9	Water & Sewer Connection Standards		1986	Y	irrelevant, covered in development standards
Roads Policy # 10	Design Standards for Curb & Boulevards		1989	Y	irrelevant, covered in development standards
Roads Policy # 11	Request for Survey, Municipal Right of Way, Waterloo North Hydro		1988	N	Not Relevant
Roads Policy # 12	Cleaning Sidewalks of Ice & Snow		1989	Y	irrelevant, replaced by by-law 12/2011
Roads Policy # 13	Proceeds from the Sale of Road Allowance		1991	Y	irrelevant, I believe it was replaced by by-law 36/95. <i>We should confirm this though</i>
Roads Policy # 14	Installation, Reconstruction and Maintenance of Entrance Ways & Road Ditch Improvements		1992	N	Still Relevant
Roads Policy # 15	Regulate Rainwater Leader Discharge, Sump Pump Discharge & Unauthorized, Private Connections		1992	N	Still Relevant
Roads Policy # 16	Tree planting		1992	N	Still Relevant
Roads Policy # 17	Unopened Road Allowance		1993	N	Still Relevant
Roads Policy # 18	By-law to Provide for the Temporary Closing of Highways for Repairs		1994	Y	Not Current
Roads Policy # 19	Development Standards		1995	Y	The current iteration of the development standards is from 2017, so this policy from 1997 has been superseded several times over I would imagine.
Roads Policy # 20	Injurious Affection Claims		1996	Y	Irrelevant – claims against the Township are handled by the insurance pool now

Roads Policy # 21	Aggregate Removal to improve Agricultural Viability		1994	Y	I believe this is irrelevant as this should not be up to the municipal council to decide
Roads Policy # 22	Winter Maintenance 1-98 Proposal		1998	Y	Irrelevant as we now have the minimum maintenance standards to refer to for a defence against negligence with regards to winter maintenance
Roads Policy # 23	Public Works Equipment Rates Charged to Third Parties		1999	Y	irrelevant as the equipment charges are now part of the fees and charges bylaw
Roads Policy # 24	Waterloo Regional Idling Protocol		2002	Y	irrelevant as the Township adopted their own anti-idling policy
Roads Policy # 25	Speed Limits on Regional Roads in Wellesley Township		2003	Y	irrelevant
Roads Policy # 26	External Equipment Rates		2003	Y	irrelevant , again equipment rates are covered in the fees and charges by law
Roads Policy # 27	Winter Maintenance policy & Procedures		2003		
Roads Policy # 28	Operation Pal 2003		2003	Y	Irrelevant
Roads Policy # 29	Sump Pump Issue		2004	Y	irrelevant, covered in development standards
Roads Policy # 30	Encroachments onto Township Property		2007	Y	irrelevant as these notices would come from our by law officer, not the director of public works
Street Light Policy # 1	Subdivisions etc		1982	Y	irrelevant - not current
Street Light Policy # 2	Replacing Defective Street Lights		1984	Y	irrelevant - not current
Street Light Policy # 3	Request for Street Lights		1992	N	Standard practice

TOWNSHIP OF WELLESLEY POLICY SUMMARY

Recreation Department

POLICY #	NAME OF POLICY	AMENDED BY	Originating Year	REPEAL Y / N	JUSTIFICATION
Recreation Policy # 1	Applying for Community Centre Grant		1979	Y	No longer Relevant
Recreation Policy # 2	Organizations Requesting Grants - Submission of Financial Report		1979	Y	No longer Relevant
Recreation Policy # 3	Term of Community Centre Board Member		1981	Y	No longer Relevant "Community Centre Board" is no longer a Board
Recreation Policy # 4	Township Recreation Committee Membership		1981	Y	Councillors do not sit on Recreation Committee Boards
Recreation Policy # 5	Requests from 5% Park Fund (1981)		1981	Y	Repeal, annual budgetary item
Recreation Policy # 6	Approval by Council for Special Beer Garden Permits		1984	Y	AGCO issues permits not local Council's
Recreation Policy # 7	Arena Managers Benefit		1987	Y	Arena Manager is not a position, and all employees have same benefit plan
Recreation Policy # 8	Community Centre Bank Accounts		1991	Y	all bank accounts are held by the Township
Recreation Policy # 9	Building & Equipment Reserve Fund		1995	Y	Community Centre boards to not approve funding
Recreation Policy # 10	5% Park Fund Allocation (1995)		1995	Y	Repeal, covered under current legislation
Recreation Policy # 11	Staff Participation in Fundraising Ventures		1994	Y	Employment Standards Act clearly identifies when overtime is paid, as well as Management must approve overtime
Recreation Policy # 12	Alcohol Policy		1994	N	Current Practice - Move to TOMRMS
Recreation Policy # 13	Sponsorship of international, national Competitors		1996	N	Current Practice - Move to TOMRMS
Recreation Policy # 14	Minor Sports Coach & Trainer Clinics Reimbursements		1998	Y	sports organizations not the Township takes care of this
Recreation Policy # 15	Award for Volunteerism		1998	N	Current Practice - Move to TOMRMS
Recreation Policy # 16	School Use of Community Facilities		2000	Y	Captured in Fees & Charges By-law, as amended
Recreation Policy # 17	Rental Rates & Charges for Recreation facilities		2003	Y	We set this in our Fees and Charges By-law and through budget process, not by a policy
Recreation Policy # 18	Central Booking Updates		2003	Y	Replaced by Ice Allocation Policy
Recreation Policy # 19	Cancellation Policy		2003	Y	Replaced by Ice Allocation Policy
Recreation Policy # 20	Fundraising - donations		2004		Current Practice - Move to TOMRMS
Recreation Policy # 21	Rental Fee		2004	Y	Replaced by Ice Allocation & Affiliation Policies Policy
Recreation Policy # 22	Rental Policy		2004	Y	Bookings are done through central booking and not by the operators and fees are set in Fees and ChargesBy-law

Recreation Policy # 23	Special occasion permit		2005	Y	Township does not supply bartenders
	Sign Constitution - Recreation Boards		2009		
	Use of Roller Blades in Facilities		2006	N	Current Practice - Move to TOMRMS
5% Park Fund Policy # 1	5% Park Fund Payment Requirements (1978)		1978	Y	Repeal, covered under current legislation