

Clause No. 14 in Report No. 12 of the Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on June 26, 2014.

14

REVIEW AND UPDATE OF COUNCIL-APPROVED POLICIES

Committee of the Whole recommends adoption of the recommendations contained in the following report dated June 5, 2014 from the Chief Administrative Officer:

1. RECOMMENDATIONS

It is recommended that:

1. Council adopt the following updated policies in the form shown in *Attachments 1-6*:
 - a. Insurance and Risk Management
 - b. Corporate Fleet and Driver Safety
 - c. Reserve and Reserve Fund Policy
 - d. Smart Commute York Region
 - e. Winter Maintenance of Regional Roads
 - f. Vision 2051

2. Council rescind the following policies:
 - a. Use of the Emergency Ride Home Program
 - b. Grant of Easement Agreements
 - c. Solid Waste Environmental Management System
 - d. Water and Wastewater Master Plan Update
 - e. Emergency Management
 - f. Technology Governance Framework

3. The following policies be converted to administrative policies:
 - a. Employee Purchase Plan – Personal Computers
 - b. Acceptable Use of Regional Technology
 - c. Acceptable Use of the Internet

2. PURPOSE

This report identifies 15 Council-approved policies that ought to be updated, rescinded or changed to administrative policies.

3. BACKGROUND

There are currently 101 Council-approved policies

A review of Council-approved policies was undertaken to ensure their continued relevancy as the new term of Council approaches. There are currently 101 Council-approved policies and of these 15 were identified as requiring minor updates.

4. ANALYSIS AND OPTIONS

Six Council-approved policies should be updated to reflect current operational requirements

Minor updates are required to six Council-approved policies. The updated policies are shown in *Attachments 1-6* and Table 1 summarizes the rationale for each of the updates.

Table 1
Council-approved policies to be updated

Policy	Department	Date Approved	Reason for update
Insurance and Risk Management	Finance	November 15, 2007	<ol style="list-style-type: none">1. To reflect the branch name change to Treasury Office2. To include reference to other relevant corporate policies recently approved, such as the Red Light Camera Violations Policy.3. To amend definitions and descriptions to include current Regional risk tools and administrative groups that support risk management in the Region, such as the Owner Controlled Insurance Program (OCIP) and the Fleet Manager Committee.

Policy	Department	Date Approved	Reason for update
Corporate Fleet and Driver Safety	Finance	December 23, 2011	<ol style="list-style-type: none"> 1. To reflect the branch name change to Treasury Office 2. To include reference to other relevant corporate policies recently approved, such as the Red Light Camera Violations Policy and the Wireless Communication Devices Policy.
Reserve and Reserve Fund Policy	Finance	October 19, 2006	<ol style="list-style-type: none"> 1. To effect the changes approved by Council as part of the Regional Fiscal Strategy. The revisions update the list and description of the Region's various reserves. 2. To include the required revisions to the surplus management policy, the establishment of several reserves—including a new Debt Reduction Reserve—and reallocations from Reserve Funds that were no longer considered necessary.
Smart Commute York Region	Transportation and Community Planning	May 25, 2006	<ol style="list-style-type: none"> 1. To update Emergency Ride Home Program administration details 2. To update definitions with current terminology
Winter Maintenance of Regional Roads	Transportation and Community Planning	March 4, 2005	<ol style="list-style-type: none"> 1. To have more general applicability and future flexibility 2. To be in line with recent amendments to Ontario Regulation 239/02 <i>Minimum Maintenance Standards for Municipal Highways</i>

Policy	Department	Date Approved	Reason for update
Vision 2051 *NEW*	Corporate and Strategic Planning, Office of the CAO	N/A	1. To reflect the Council-approved update from <i>Vision 2026</i> to <i>Vision 2051</i>

Nine Council-approved policies should be rescinded or converted to administrative policies

There are nine policies which are either no longer required or that should be converted to administrative policies. Administrative policies typically direct staff in their day-to-day work and are approved by the Chief Administrative Officer rather than Council.

Table 2 summarizes the reasons for these changes.

Table 2
 Council-approved policies to be rescinded or changed to administrative policies

Policy	Department	Date Approved	Action	Reason for update
Use of the Emergency Ride Home Program	Transportation and Community Planning	May 25, 2006	Rescind	Incorporated in updated Smart Commute York Region Policy.
Grant of Easement Agreements	Transportation and Community Planning	November 10, 1983	Rescind	On November 10, 1983 Council provided authority for the Regional Chair and Clerk to address 0.3 metre reserves therefore no policy is required.
Solid Waste Environmental Management System	Environmental Services	June 21, 2007	Rescind	The environmental management system for waste management facilities has been incorporated into Environmental Services' Integrated Management System, which has its own set of administrative policies.

Policy	Department	Date Approved	Action	Reason for update
Water and Wastewater Master Plan Update	Environmental Services	September 18, 2008	Rescind	This policy applies to the previous Water and Wastewater Master Plan Update, which concluded with a final report to Council in November 2009. The need for a corporate policy related to the current Master Plan Update will be revisited as work on it progresses.
Emergency Management	Corporate and Strategic Planning, Office of the CAO	December 19, 2002	Rescind	Council annually approves the Emergency Management Program as required by the <i>Emergency Management and Civil Protection Act</i> therefore no policy is required.
Technology Governance Framework	Finance	October 26, 2000	Rescind	This policy established a framework for decision-making related to technology used at the Region. It is no longer required as a new administrative model (implemented through the new Information and Technology Governance Board) for prioritizing and managing information and technology initiatives has been developed.
Employee Purchase Plan – Personal Computers	Finance	July 10, 1997	Convert to administrative policy	More effectively managed administratively
Acceptable Use of Regional Technology	Finance	January 27, 2000	Convert to administrative policy	More effectively managed administratively

Policy	Department	Date Approved	Action	Reason for update
Acceptable Use of the Internet	Finance	June 1, 2000	Convert to administrative policy	More effectively managed administratively

Link to key Council-approved plans

The Council-approved policies considered in this report contribute directly to several Strategic Priority Areas of the 2011 to 2015 Strategic Plan including Managing the Region's Finances Prudently, Continue to Deliver and Sustain Critical Infrastructure and Make Regional Services More User-Friendly.

5. FINANCIAL IMPLICATIONS

There are no new financial implications associated with the changes to these Council-approved policies.

6. LOCAL MUNICIPAL IMPACT

There are no new local municipal implications associated with the review of these Council-approved policies.

7. CONCLUSION

The coming conclusion to the current term of Council provides a timely opportunity to review Council-approved policies. To ensure these policies continue to reflect Council's priorities it is recommended that a number of the policies be updated, rescinded or changed to administrative policies.

For more information on this report, please contact Christopher Raynor, Deputy Clerk at Ext. 71302.

The Senior Management Group has reviewed this report.



STATUS: Final
Council Approved: Y
CAO Approved: N/A

TITLE: Insurance and Risk Management	Edocs No.: 1935745 Original Approval Date: November 15, 2007 Policy Last Updated: November 15, 2007
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POLICY STATEMENT:

A policy governing the utilization and application of insurance and risk management practices and procedures.

APPLICATION:

This policy is applicable to all operations conducted by the Corporation including its boards and subsidiaries, and to all employees who are responsible for the control, administration and management of insurance and risk management practices.

PURPOSE:

This policy establishes objectives, standards of care, reporting requirements, and responsibilities for protecting the Corporation from financial consequences resulting from the destruction, damage or loss of its assets and/or its liability to others.

DEFINITIONS:

Certificate of Insurance: A document signed by the insurer(s) or insurance broker that confirms insurance coverages and limits in place for the named insured.

Claims Analysis: A comprehensive review of the losses incurred which looks at the financial impact and the root cause of the losses.

Corporation: The Regional Municipality of York, its boards and subsidiaries.

Employer's Liability: Liability covering employees for injury while performing their job. This coverage replaces workers compensation in instances where WSIB is not required or where the employer has opted out.

First Party: The Regional Municipality of York or the Corporation.

Indemnity Clause: A statement, which provides legal exemption from liability for damages or injury.

Loss Prevention: Any measure which reduces the probability or frequency of a particular loss but does not eliminate completely all possibility of that loss.

Materials & Labour Bond: A surety bond issued to guarantee that all claimants/suppliers will be paid for the cost of materials and labour furnished to the principal contractor for use on the project.

OCIP: Owner Controlled Insurance Program: Construction related insurance policies purchased by the Region, covering the Region, its contractors and sub-contractors for the duration of the specific project.

Performance Bond: A surety bond issued to guarantee the completion of a project by another contractor should the original contractor fail to meet their obligations.

Reciprocal / Insurance Reciprocal: A risk sharing arrangement in which similar entities pool funds in order to pay for claims arising out of their operations. An insurance reciprocal is a not-for-profit organisation licensed by the Superintendent of Insurance and is under the scrutiny of the same regulatory body as a traditional insurer. They act much like traditional insurers in that policies are issued, premiums are charged, reinsurance is purchased; adequate claims reserves are established; and claims are paid. An example of this would be the Region's insurer, the Ontario Municipal Insurance Exchange (OMEX).

Reserve: A financial amount allocated to cover anticipated losses within the self-insured amount or deductible of a specific insurance coverage or coverages.

Risk Assessment: The process of evaluating the risk associated with conducting an activity or operation which includes risk identification, measuring the anticipated impact and examining the likelihood of the risk occurring.

Risk Control: The part of risk management that involves the implementation of policies, standards, procedures and physical changes to eliminate or minimize adverse risks.

Risk Management: A process of well defined steps that when taken in sequence, support better decision making by contributing to greater insight into risks and their impacts.

Risk Management Committee: A committee consisting of senior representatives of the Corporation who ensure that risk management initiatives support the business of the Region.

Self-insurance: Insuring potential loss yourself by setting aside money to cover possible losses rather than by purchasing an insurance policy. Self-insurance may also include the deductible portion of an insurance policy.

Service Providers: Pre-screened and pre-approved vendors who conduct a business that supports the efforts of insurance and risk management staff in meeting their objectives, such as adjusters or lawyers.

Subrogation: The right of a person or corporation who has paid a liability on behalf of another to recover such costs from the responsible third party.

Third Party: A person or entity outside of the Corporation who may be a party to a contract or a vendor or claimant.

Traditional Insurer: A for-profit company licensed by the Superintendent of Insurance for Ontario that agrees to indemnify for losses under specific conditions.

WSIB Clearance Certificate: A certificate from the Workers Safety & Insurance Board which confirms that worker's compensation coverages are in effect for the noted 60 day period for an insured employee.

DESCRIPTION:

A) PHILOSOPHY FOR INSURANCE AND RISK MANAGEMENT

The philosophy of the insurance and risk management program will be to attain the optimal balance between conducting an activity or operation, and the associated risks or consequences through the proactive application of risk management practices and the utilization of insurance products.

B) OBJECTIVES OF INSURANCE AND RISK MANAGEMENT POLICY

The primary objectives of the Insurance and Risk Management Program shall be to:

- Adhere to statutory requirements;
- Manage and/or prevent asset losses and liability exposure;
- Limit the financial impact from asset loss or destruction and liability exposure; and
- Manage and resolve all insurable claims.

1. Adherence to statutory requirements

It shall be the Corporation's practise when performing insurance and risk management activities to adhere to all statutory requirements which are set out mainly in the Municipal Act and the Insurance Act but also include all of the statutory acts listed in the Reference Section of this Policy. Specific requirements include but are not limited to the following:

- a) Automobile accident benefit claims will be adjudicated and otherwise managed in accordance with the Statutory Accident Benefits Schedules;
- b) Property damage claims resulting from travel on Regional roads will be assessed in accordance with the guidelines found in the Ontario Good Roads Act (minimum maintenance standards);
- c) Personal information will be held in confidence and considered private in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- d) Protocols will be implemented to govern actions of employees while driving corporate vehicles and/or while driving on corporate business; and
- e) Payments related to the death or disability of family members will be in accordance with the Family Law Act.

Furthermore, specific activities which fall under the procedures and authorities set out in the Corporation's By-Laws will also be adhered to, unless otherwise authorized by Council members, including the acquisition of insurance and insurance services in accordance with the Region's Purchasing By-laws.

2. Manage and/or prevent asset losses and liability exposures

In order to prevent, limit or manage asset losses and liability exposures, risk management practices will be utilized to identify the potential risks, understand the sources of the risks, apply loss prevention measures, and then educate/train staff on managing risk.

a) Risk Management Committee

A Risk Management Committee comprised of senior corporate staff members will be maintained to ensure that the insurance and risk management program supports the business of the Corporation by:

- Identifying and prioritizing significant risks;
- Evaluating and recommending of measures to mitigate or prevent those risks; and
- Promoting risk management practices within each area of operation.

b) Fleet Manager Committee

A committee coordinated by the Manager, Insurance and Risk and established to review and recommend procedures regarding fleet issues with a goal to improve driver performance or to improve overall fleet performance. Representation on this committee will also include Fleet Managers, H.R Health and Safety Manager and may include representative from Legal Services and Supplies and Services as required.

c) Risk Profiles

Risk profiles will be developed and loss prevention initiatives established, and monitored for all major operations of the Corporation or specific risk areas identified by the Risk Management Committee or Treasury Office staff by:

- Conducting physical site inspections to identify potential areas of risk and to recommend preventative measures;
- Conducting comprehensive risk analysis of corporate functions to identify and select feasible risk control techniques;
- Review of contracts to identify potential insurance and risk transfer gaps; and
- Risk assessments of proposed operations or activities during their planning stage.

d) Claims Analysis

It will be the practice of the Corporation that all losses will be analyzed on a regular basis in order to identify their financial impact and/or trends of risk exposure.

- All insurable claims will be reviewed in detail at least quarterly to analyze cause of loss and trends to assess for loss prevention measures and recommendations;

- Annual claims will be categorized and summarized to assess their financial impact and to adjust insurance reserves. This analysis will also be used in preparing and allocating the insurance and risk management budget; and
- Claims meetings will be held at least quarterly with various corporate departments and claims service providers.

e) Education and Training

An education and training program will be maintained for all staff through the following venues:

- Delivery of risk management seminars using outside experts and/or knowledgeable staff on topical risk strategies;
- Training for accident reporting and accident response processes; and
- Risk awareness education through [seminars](#), website, newsletters and bulletins.

3. **Limit the financial impact from asset loss or destruction and liability exposure**

The financial impact arising from asset losses and liability exposures will be limited through the use of one or more of the following practises:

- Acquisition of first party insurance;
- Self-insurance;
- Risk transfer;
- Subrogation for damage to corporate property.

a) Acquisition of First Party Insurance

It will be the practice of the Corporation to purchase insurance coverages for all major sources of potential loss where economically desirable and practical, either through the use of traditional and/or reciprocal insurers.

The acquisition of insurance may require the use of outside experts where required by law or where such expertise is expected to result in better protection for the Corporation as defined in this Policy.

[This acquisition process includes the Owner Controlled Insurance Program \(OCIP\) and the associated claims management.](#)

b) Self-insurance

It will be the practice of the Corporation to self-insure all or part of potential losses where insurance is either not available or where the cost of such insurance is deemed to be excessive. Prior to self-insuring an exposure, the [Treasury Office](#) staff will conduct a risk assessment which may include an actuarial and/or cost-benefit analysis. If and when the Corporation chooses to self-insure an exposure, it will establish and maintain the necessary reserves to cover the cost of all potential losses. All reserves will be fully funded through the annual corporate budget process based on an annual review of requirements. Appendix A lists current exposures of the Corporation that are self-insured.

c) Risk transfer

It will be the practice of the Corporation to transfer some or all risk of loss or liability to others when appropriate, as follows:

(i) Vendor contracts

All vendor contracts prior to their execution will be reviewed to ensure that the following practices are adhered to:

- An Indemnity Clause is included in the contract, whereby the vendor is held responsible for losses or liability for which it is the direct cause;
- Adequate insurance, coverages and limits as determined by the Manager, Insurance and Risk, is maintained by a vendor as confirmed through a 'Certificate of Insurance' where the Region is named as an Additional Insured, as applicable. Such certificates will be tracked by the [Treasury Office](#) staff through the use of an internal insurance certificate registry;
- Warranties are included in the contract to extend the liability of a vendor for certain damages under certain circumstances for a specified period of time, as required;
- WSIB coverage or Employer's Liability are confirmed where others (the vendor and its employees) are conducting work on behalf of the Corporation. In the event that personal injury should occur while conducting the work, the cost of this exposure rests with the contractor through WSIB or Employers Liability coverage and not with the Corporation;
- Performance Bonds and/or Material & Labour Bonds are obtained and maintained for construction projects where the completion of such projects is essential to the operations and commitments of the Corporation; and
- Specific insurance is purchased on behalf of the Vendor and the Corporation when it is deemed by the Manager, Insurance and Risk to be needed in order to provide adequate insurance coverage for a specific project or operation.

(ii) Use of Corporate Facilities

The use of corporate facilities shall only be granted if the following requirements are met:

- An Indemnity Clause is included in the contract in favour of the Corporation;
- Adequate insurance, coverages and limits as determined by the Manager, Insurance and Risk, is maintained through obtaining of 'Certificates of Insurance' with the Corporation named as an 'Additional Insured'. These certificates will be tracked and maintained by the Treasury Office staff using their internal insurance certificate registry; and
- Waivers of Liability are provided by participants and or group(s) who are using the facility.

(iii) Limiting Contractual Risk Obligations of the Corporation

Obligations of the Corporation shall be reviewed prior to execution of all contracts to ensure that the risk exposure to the Corporation is limited according to the guidelines established by the Manager, Insurance & Risk, the individual department, or by the Corporation through:

- Appropriate Indemnity Clause wordings which limits the liability of the Corporation; and
- Restricting the availability of insurance guarantees and/or information.

d) Subrogation For Damage to Corporate Property

It will be the practice of the Corporation to recover the cost of damage or loss of its property by subrogating against third parties found to be responsible for the loss or damage. Unpaid collections may be referred to the Corporation's solicitor for possible Small Claims Court actions.

4. Manage and resolve all insurable claims

Claims will be managed in accordance with procedures established by the Director Treasury [Office](#), in such a manner as to meet or surpass the Corporation's customer service standards and/or its obligations to our insurer.

It will be the Corporation's practice to resolve claims in the best interest of the Corporation in a fair and consistent manner, and in compliance with all appropriate legislation.

Arbitration, mediation and/or litigation of claims may be used in order to meet the objectives of this Policy.

Claims will be analyzed and written recommendations prepared outlining strategies for disposition and/or settlement for review by the Manager, Insurance and Risk. Complex claims and those with political or departmental sensitivities will include input from other corporate stakeholders, (e.g. York Regional Police). All settlement offers must be approved by the Director Treasury [Office](#) and in those cases where the total cost will exceed the Corporation's deductible, by the insurer's representative.

The Treasury [Office](#) staff will also be responsible for investigating, reporting and presenting the proof of loss for claims made by the Corporation to its insurer. Further, Treasury [Office](#) staff will manage the claim to ensure a timely and fair settlement and will secure any amounts owing to the Corporation.

C) SELECTION OF SERVICE PROVIDERS

It will be the practice of the Corporation to engage knowledgeable and skilled service providers for insurance and claims activities. These service providers may also in some circumstances require the approval of the Corporation's insurance company. Outside service providers may be utilized for the following services:

- Claims adjusting
- Legal/litigation
- Brokerage
- Actuarial
- Risk assessment analysis
- Asset appraisal

Such service providers will be called upon as needed and at the prescribed time frames to provide for consistency and stability. The service providers used will be reviewed at least once every [five](#) years. Solicitation of existing and new providers will be conducted at that expiry in accordance with the purchasing by-laws of the Corporation.

Additional expert providers may be utilized such as engineers, damage appraisers or investigators as recommended by engaged service providers or the insurance company.

D) BUDGET AND RESERVES

It will be practice of the Corporation to allocate the cost of providing insurance coverage to individual business units based on an annual risk assessment and claims history. The cost of insurance and contributions to reserves to fund all potential self-insured losses as well as losses within the deductible will be estimated annually and such funding costs will be included as part of the annual insurance budget.

Reserves will be maintained to fund the cost of administering claims, to fund claims below the Corporation's deductible and in the case of self insurance exposures, to fund the amount to cover potential future loss. The adequacy of the insurance reserve may be subject to an actuarial review at least once every [five](#) (5) years.

E) REPORTING REQUIREMENTS

a) Reports to Council

Annually, the Commissioner of Finance and Treasurer will report to Council on insurance matters. This report will include:

- A statement regarding the insurance marketplace indicating trends and any major changes or developments that could effect the Corporation;
- Sources and trends of claims will be highlighted as well as any loss prevention techniques enforced as a result; and
- Any other information that the Treasurer deems important or has been requested by Council to provide.

The Commissioner of Finance and Treasurer will report to Council periodically as indicated below:

1. Review of self-insured exposure levels at least every [five](#) (5) years, or if a major change in the market occurs, or if claims history dictates such a review, or if new products are introduced that would benefit the Corporation; and
2. Review of insurance service providers at least every [five](#) years including outside legal services, adjusting services, brokerage services, and property value appraisal services.

b) Reports to Operating Departments

The following reports will be provided to the appropriate operating department:

1. Claims reports outlining claim development, trends, and recommended loss prevention techniques. This may be completed quarterly for some departments and on an adhoc basis for others depending upon loss experience; and
2. Risk profile and/or assessment reports on an adhoc basis, based on change in operation, an increase in loss frequency, routine assessment, or due to specific project involvement.
3. [Service Level Agreements to be used in conjunction with program guidelines for the OCIP projects.](#)
- ~~4.~~ Annual report outlining insurance to be allocated and rationale regarding changes.

F) STANDARD OF CARE

- **Delegation of Authority**

The Commissioner of Finance and Treasurer will have overall responsibility for the prudent management of the Corporation's Insurance and Risk Management Program. However, the Director of [Treasury Office](#) will be responsible and have the authority for the implementation of the insurance and risk management program. Further, the Director may delegate the necessary duties to staff in order to fulfil the program requirements.

- **Prudence And Due Diligence**

Insurance will be placed with strong and financially competent insurers, at limits and with deductibles in keeping with the Corporation's exposures and financial capabilities. Claims management and the employment of risk management methodologies will be carried out in the best interest of the Corporation. Further, staff responsible for the insurance and risk management functions will keep abreast of developments in the insurance and risk management industry, and with court decisions regarding municipal liability.

- **Ethics and Conflicts of Interest**

- (i) Employees involved in insurance placement, the handling of claims and implementation of risk management shall act in a professional and ethical manner. Further, any personal connections to claimants or service providers shall be disclosed and the employee may be requested to withdraw from involvement in the specific transaction(s) where the conflict of interest exists and;
- (ii) Service providers engaged by the Corporation shall act in a professional and ethical manner. In addition, service providers will be required to disclose any conflict of interest situation and may be requested to withdraw from involvement where the conflict exists.

- **Claims Management**

Staff responsible for the management of claims will respond to all insurable claims presented to the Corporation with professionalism and expertise, in a timely and fair fashion.

RESPONSIBILITIES:

The Commissioner of Finance and Treasurer has overall responsibility for the management of the insurance and risk management program of the Corporation, including authorization of updates to the Insurance and Risk Management practices and procedures as required.

Notwithstanding; responsibilities will be carried out as follows:

| Director, Treasury [Office](#). and/or designate:

- Overseeing and ensuring implementation of the insurance and risk management program;
- Delegation of duties under this Policy;
- Ensures that the requirements under the Policy are met;
- The purchasing and maintenance of insurance on behalf of the Corporation, its boards and subsidiaries; and
- The settlement of self-insured claims and claims below the deductible.

Manager of Insurance and Risk and/or designate:

- Day-to-day management of the Insurance and Risk Management Program;
- Chair quarterly Risk Management Committee meetings;
- Determine insurance requirements for contracts, vendors, and agreements; and
- Maintain insurance and risk management protocols and procedures.
- [Red Light Camera billing](#)
- [OCIP policies and contractor invoices](#)

All Directors & Managers &/or designates:

- Report all claims to the Manager, Insurance and Risk;
- Supports the Risk Management Committee in meeting the risk awareness goals and policies; and
- Primary responsibility for enforcing procedures to protect assets and reduce liabilities under their control.

Legal Services:

- Supports the claims management process by providing litigation services and/or legal advice, as required.

Contract Managers & Purchasing Officers &/or designates:

- Ensures all contracts, RFP's and/or agreements have been reviewed by Manager, Insurance and Risk and conditions met, prior to execution or issuance.

Risk Management Committee Members:

- Assist in development of policies, practices and procedures to identify and reduce potential for loss of assets and to reduce the potential for liability exposures; and
- Act as risk management ambassadors for the corporation.

REFERENCE:

- [Fleet Managers Committee Members: Assist in development of policies, practices and procedures to identify and reduce potential loss of assets and to reduce potential for liability exposures in fleet operations.](#)
 - Municipal Act 2001, S.O. 2001, c.25;
 - Minimum Maintenance Standards for Roads;
 - Insurance Act, R.S.O. 1990, c.I.8;
 - Motor Vehicle Accident Claims Act, R.S.O. 1990, c.M.41;
 - Statutory Accident Benefits Schedule;
 - Negligence Act, R.S.O. 1990, c.N.1
 - Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,c.M.56;
 - Personal Information Protection & Electronic Documents Act (2000, c.5)
 - Municipal Health Services Act, R.S.O. 1990, c.M.57
 - Municipal Conflict of Interest Act, R.S.O. 1990, C.M.50
 - Financial Services Commission of Ontario Act, 1997, S.O. 1997, c.28;
 - Family Law Act, R.S.O. 1990, c.F.3
 - Police Services Act, R.S.O. 1990, c. P.15
 - Ambulance Act, R.S.O. 1990;
 - Occupiers Liability Act, R.S.O. 1990, c. O.2;
 - Landlord & Tenant Act
 - Highway Traffic Act, R.S.O. 1980,c198
 - York Region Corporate Fleet and Driver Safety Policy
 - York Region Wireless Communications Devices Policy
 - York Region Red Light Camera Violations Policy

CONTACT:

Manager of Insurance and Risk
[Treasury Branch](#), Finance Department

APPROVAL INFORMATION

CAO Approval Date: n/a

Committee: Finance and Administration

Clause: 3

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STATUS	Final
Council Approved	N
CAO Approved:	Y

TITLE: Corporate Fleet & Driver Safety Policy	Edocs No.: 4042921 Original Approval Date: December 23, 2011 Policy Last Updated: December 23, 2011
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POLICY STATEMENT:

A policy governing the responsibilities, use, operation and maintenance of licensed/ unlicensed motorized transportation vehicles and equipment owned, leased or rented by the Corporation (Corporate Vehicle) and operated on behalf of the Corporation. Drivers operating vehicles on company business shall do so in a safe manner and in compliance with corporate standards and applicable legislation.

APPLICATION:

This policy is applicable to all employees (Corporate Driver) who operate corporate owned, leased, rented licensed/unlicensed motorized transportation vehicles and equipment for corporate business. The Emergency Medical Services Branch (EMS) follows separate and distinct protocols, procedures, legislation and agreements. Therefore this policy is not applicable to their units or drivers.

PURPOSE:

To help ensure that Corporate Drivers have the necessary knowledge and skill to enable them to operate vehicles in a safe manner; to help ensure that vehicles are maintained and comply with all applicable legislation; to reduce potential exposure to liability and to protect employees and assets through reduced collisions.

DEFINITIONS:

Acceptable Driver Abstract – license not under suspension, appropriate license class for vehicle or equipment being operated, and less than 9 demerit points

Corporate Driver –an authorized Regional employee who drives or operates a Corporate Vehicle in the performance of his or her job;

Corporate Vehicle – any motorized transportation equipment (either licensed or unlicensed) owned, leased or rented that is used by the Regional Municipality of York for corporate business

Driver Abstract - a driver record obtained from the Ministry of Transportation which details the driver license status, any restrictions, and any driving offences or convictions for the last 3 years

Driver Requirements – see Schedule 1 attached

Fleet Managers Committee - a specific committee coordinated by the Manager, Insurance and Risk and established to review and recommend procedures regarding fleet related issues with a goal to improve driver performance or to improve overall fleet performance; representation on the committee will include the specific Fleet Managers, HR Health and Safety Manager, Risk Manager, and representatives from Legal Services and Supplies and Services as required,

Unacceptable Driver Abstract – a driver abstract which confirms license suspension or is not appropriate for the Corporate Vehicle to be driven, or with 9 or more demerit points

DESCRIPTION:

OBJECTIVES OF THE CORPORATE FLEET & DRIVER SAFETY POLICY

The primary objectives of the Fleet and Driver Safety Policy shall be to:

- Adhere to Legislative Requirements;
- Provide Safe Corporate Vehicles and Promote Safe Vehicle Use;
- Encourage continued improvement in Fleet & Driver Performance.

1. Adhere to Legislative Requirements

Corporate Vehicles can only be used while in compliance with all applicable legislation and regulations. The Corporation and Corporate Drivers must comply with all such requirements, including applicable internal policies.

- Highway Traffic Act (HTA) ;
- Dangerous Goods Transport Act (DGTA);
- Motor Vehicle Safety Act (MVSA);
- Ministry of Transportation Ontario (MTO) (including CVOR legislation);
- National Safety Code (NSC);
- Motor Vehicle Transport Act (MVTA);
- Police Inspections;
- Municipal By-laws;

- Criminal Code of Canada;
- York Region Inclement Weather Policy;
- York Region [Cellular Wireless Communication Devices](#) Policy
- York Region [Red Light Camera Violations Policy](#)
- Region Department or Fleet procedures
- Policy Schedule 1: Region Driver Requirements (herein attached)

2. **Provide Safe Corporate Vehicles and Promote Safe Vehicle Use**

Each employee who is required to operate Corporate Vehicles will be required to adhere to the Original Equipment Manufacturers (OEM) Vehicle and Equipment Safety Manual, and Department or Fleet procedures to ensure vehicle drivability and safety feature integrity. The Corporation shall maintain records of all maintenance on Corporate Vehicles. These records shall be maintained by the Fleet Managers for a period of two years past the life of the vehicle.

Corporate Drivers shall conduct daily vehicle inspections before use and shall immediately report all issues of vehicle safety, drivability, and maintenance to their Manager. The necessary repairs shall be conducted as soon as possible however no Corporate Vehicle shall be driven until issues of safety, maintenance and drivability are repaired. Vehicles with major defects (as defined under the Commercial Operators Registration {CVOR} Regulations) shall not be driven until repaired. The drivability, repair, and maintenance of personal vehicles shall be the responsibility of the individual driver.

Human Resources shall upon hire, verify required driver qualifications as detailed in the job description and shall maintain this verification in the employee file.

The Corporate Driver's Manager shall determine if the employee possess the necessary skill level required for the specific Corporate Vehicle before permitting driver use. Further training may be required before use of a Corporate Vehicle. In addition, Corporate Drivers may be required to take defensive driving or refresher driver training. The individual Corporate Driver training records shall be maintained by the Corporate Driver's Manager.

Driver Abstracts will be reviewed at least once annually for all Corporate Drivers driving Corporate Vehicles. The Risk Manager shall keep the most current driver abstract in the Corporate Drivers file. In the event that a driver's abstract meets the Unacceptable Driver Abstract criteria, the Corporate Driver's Manager and Human Resources shall be notified immediately.

The Corporation's Commercial Vehicle Operators Registration (CVOR) Level II event listing will be paid for, obtained, and reviewed twice a year by Policy, Risk & Treasury.

Any listed events with a negative impact will be reviewed with the Corporate Driver, the Corporate Driver's Manager &/or the Fleet Manager &/or the Fleet Managers Committee.

The Corporation shall provide defensive driver training to Corporate Drivers as necessitated by the Corporate Driver's Manager or the Fleet Managers Committee.

3. Encourage continued Improvement in Fleet & Driver Performance

This policy and any associated guidelines/procedures will be periodically reviewed by the Fleet Managers Committee. Such reviews will give consideration to the policy, fleet procedures, training, and prevention techniques. Efforts to promote safety will be measured against incident/accident results, driver performance, and vehicle maintenance records, and review of other legislative requirements.

A) REPORTING REQUIREMENTS

The Treasury Office shall report as necessary to Managers &/or Directors when an Unacceptable Driver Abstract is reported. Driver training requirements will then be considered as will any change in work assignments.

B) STANDARD OF CARE

Delegation of Authority

The Commissioner of Finance and Regional Treasurer shall have overall responsibility for the prudent management of the Corporation's Fleet & Driver Safety Policy, however, the Director for Treasury Office shall be responsible and have the authority for the implementation of the actual policy and shall have the authority to review and recommend amendments to the fleet procedures as required. Further, the Director may delegate the necessary duties to staff in order to fulfil the policy requirements.

Prudence and Due Diligence

All staff will carry out duties under the Corporate Fleet & Driver Safety Policy and any associated fleet procedures in a responsible and diligent manner.

Ethics and Conflicts of Interest

The Corporation's Conflict of Interest Policy shall apply.

Policy Management

Staff responsible for ensuring the implementation of the Corporate Fleet & Driver Safety Policy will do so in a professional and confidential manner.

RESPONSIBILITIES:

The Commissioner of Finance and Regional Treasurer has overall responsibility for the management of the Corporate Fleet & Driver Safety Policy.

Notwithstanding; responsibilities will be carried out as follows:

Director, Treasury Office and/or designate shall:

- Oversee and ensuring implementation of the Corporate Fleet & Driver Safety Policy;
- Delegate of duties under this Policy; and,
- Ensure that the requirements under the Policy are followed.
- Oversee and ensure implementation of the Red Light Camera Violations Policy in conjunction with this policy.

Manager of Insurance and Risk and/or designate shall:

- Manage the Corporate Fleet & Driver Safety Policy;
- Coordinate and Chair quarterly Fleet Managers Committee meetings ; ,
- Maintain necessary records of Driver Abstracts in a safe and confidential manner; and
- Communicate Driver Abstract findings and Fleet Managers Committee results to Directors &/or Human Resources &/or Managers as required.
- Manage the Red Light Camera Violations Policy in conjunction with this policy.

All Directors & Managers &/or designates shall:

- Report all claims to the Manager, Insurance and Risk; and
- Support the Corporate Fleet & Driver Safety Policy and the requirements established therein.

Fleet Managers shall:

- Ensure Corporate Fleet & Driver Safety Policy and the associated procedures and policies are strictly followed, including maintenance of all necessary records required to confirm adherence;
- Develop and maintain written procedures for each of the Corporate Vehicle types detailing all servicing requirements and develop any associated fleet guidelines or procedures
- Attend and participate in quarterly Fleet Managers Committee meetings
- Ensure regular maintenance of all Corporate Vehicles according to OEM specifications;
- Ensure timely repair of damage and found defects;
- Ensure that all unsafe Corporate Vehicles are not put in service;
- Record and track all maintenance and repairs made to each Corporate Vehicle;
- Maintain individual vehicle maintenance records for a full two years past the life of the vehicle;
- Review annually the performance of the Fleet & Driver Safety Program and make recommendations for improvement;
- Provide annually to Treasury Office a list of all drivers with driver license numbers; and
- Report all accidents/claims to Treasury Office in a timely manner and in accordance with the procedures and forms provided by Treasury Office.

Corporate Driver shall:

- Operate vehicles in a respectful and safe manner abiding by all legislation and corporate standards;
- Conduct daily vehicle inspections on Corporate Vehicles before use and report all found defects; and
- Advise their Manager or Supervisor as soon as possible in the event of an accident, loss of driver's license, license suspension or Driving Under the Influence (DUI) charge.

Treasury Office shall:

- Review annually driver abstracts of all employees who drive Corporate Vehicles maintaining this information in a secure and confidential manner ;
- Advise the Fleet Manager &/or the Corporate Driver's Manager of driver abstract status results annually (acceptable or requiring refresher training) ;
- In the event of an unacceptable driver abstract, PRT will advise the employees Manager and HR as soon as possible;
- Maintain accident records for all Corporate Vehicles;
- Maintained records according to the Corporation's retention requirements for insured claims;
- Review the Corporation's CVOR record bi annually and discuss events and mitigation measures with the Driver, Fleet Manager &/or Corporate Driver's Manager &/or Fleet Managers Committee;
- Review annually the performance of the Corporate Fleet & Driver Safety Program and make recommendations for improvement;
- In conjunction with Human Resources establish driver license requirements for all Drivers; and
- Work with Human Resources and the Fleet Managers Committee to establish effective driver training programs.

Fleet Managers Committee shall:

- Assist Treasury Office with establishing Driver requirements;
- Work with Treasury Office in developing driver training programs;
- Conduct an investigation and determine disciplinary action in the event of driver non-compliance;
- Verify the driver qualifications as detailed in the job description and shall maintain this verification in the employee file, and
- Review and develop fleet related guidelines and procedures.

NON-COMPLIANCE WITH POLICY:

- Each instance of non-compliance to this Policy will be reviewed on a case-by-case basis and appropriate disciplinary consequences may be imposed, up to and including dismissal.

REFERENCE:

- Municipal Act 2001, S.O. 2001, c.25;
- Insurance Act, R.S.O. 1990, c.I.8;
- Motor Vehicle Accident Claims Act, R.S.O. 1990, c.M.41;
- Statutory Accident Benefits Schedule;
- Negligence Act, R.S.O. 1990, c.N.1

- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990,c.M.56;
- Personal Information Protection & Electronic Documents Act (2000, c.5)
- Financial Services Commission of Ontario Act, 1997, S.O. 1997, c.28;
- Ambulance Act, R.S.O. 1990;
- Highway Traffic Act, R.S.O. 1980,c198
- [York Region Insurance and Risk Management Policy](#)
- [York Region Wireless Communication Devices Policy](#)
- [York Region Red Light Camera Violations Policy](#)

CONTACT:

Director of Policy Risk & Treasury
Manager, Insurance and Risk

APPROVAL INFORMATION

CAO Approval Date: December 23, 2011

4042921 P/01/5/1

Schedule 1: Region Driver Requirements

i. Driving Region Owned or Leased Vehicles and Equipment:

- a) Valid , current Ontario drivers license;
- b) Current, acceptable Driver Abstract;
- c) Specific license designation required to operate the type of vehicle or equipment supplied.

ii. Student Employees driving Region Vehicles:

- a) Valid , current Ontario drivers license of G2 or above (no G1);
- b) Current, acceptable Driver Abstract;
- c) Specific license designation required to operate the type of vehicle or equipment supplied.



STATUS	
Council Approved	Yes
CAO Approved:	Yes

TITLE: Reserve and Reserve Fund Policy	NO.: Approval Date: October 19, 2006 Latest Revision Date: <u>June 2014</u>
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POLICY STATEMENT:

A policy governing the use and management of reserves and reserve funds.

APPLICATION:

All Regional employees who are responsible for the creation, control, administration and management of the Corporation's reserve and reserve funds.

PURPOSE:

This policy establishes the objectives for reserves and reserve funds, standard of care, as well as it delineates the responsibilities for their management and administration.

DEFINITIONS:

Corporation: Refers to the Corporation of the Regional Municipality of York, its Boards and Subsidiaries.

Debt: Any obligation for the payment of money. For Ontario municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions, but could also include loans from reserves.

Development Charges: Fees against land to pay in full or in part on the increased capital costs required because of increased needs for municipal services arising from development of the area in which the land is located.

Discretionary Reserve Funds: Discretionary reserve funds are established whenever a municipal council, local board and other entity wishes to earmark revenues to finance a future expenditure for which it has the authority to spend money, and physically set aside a certain portion of any year's revenues so that the funds are available as required.

GFOA: Refers to the Government Finance Officer's Association of the United States and Canada-America, a professional association of state, provincial and local finance officers in the ~~United States and Canada~~ dedicated to the sound management of financial resources.

Reserve and Reserve Fund Policy

MFOA: Refers to Municipal Finance Officer's Association of Ontario, a professional association which promotes the interests of its members in carrying out their statutory and financial responsibilities by initiating studies and sponsoring seminars to review, discuss and develop positions on important policy and financial management issues.

PSAB: Refers to the Public Sector Accounting Board, an independent board with the authority to set accounting standards for the public sector.

Reserve: An appropriation from net revenue at the discretion of Council, after the provision for all known expenditures. It has no reference to any specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund. Although a reserve cannot have a revenue or an expense of itself, a municipality may by bylaw provide earnings derived from the investment of a reserve to form part of that reserve.

Revolving Reserves: Reserves used to fund normal course operating requirements or cash flow deficiencies that do not require Council approval provided they conform with intent of originating bylaw.

Reserve Fund: Funds that have been set aside either by a bylaw of the municipality or by a requirement of provincial legislation to meet a future event. As a result, reserve funds are either "discretionary" being those set up by Council or "statutory" being those set up by virtue of a requirement of provincial statute. Municipal councils may set up reserve funds for any purpose for which they have the authority to spend money.

Sinking Fund: A municipality which has sinking fund or retirement fund debentures outstanding is required to accumulate money in a reserve fund that will be sufficient to retire those debentures at maturity.

Surplus Management Policy:

A policy approved by Council that directs the funds deemed to be operating surpluses as a result of Regional operations on a yearly basis.

- These funds are directed to first to cover off any contingent liability reserves held by the Region, which include the Long-Term Disability Reserve, Workers' Compensation Reserve and the Insurance Reserve, when it is determined these reserves are inadequately funded;
- Funds will then be placed in the General Capital Reserve if it is determined there is a need for further funds in that reserve;
- Next, funds are directed to the Fuel Cost Stabilization Reserve if there is a loss incurred during the year from hedging transactions;
- Any remaining funds will be transferred to the Debt Reduction Reserve.

Reserve and Reserve Fund Policy

80% of annual surpluses attributable to housing operational savings compared to budget is placed in the Social Housing Development Reserve; the other 20% is placed in the Working Capital Reserve.

Statutory Reserve Funds: A reserve fund created when required by statute that revenue received for special purposes be segregated from the general revenues of the municipality. (Refer to Appendix A for a list of current statutory reserve funds.)

DESCRIPTION:

1) PREAMBLE

Reserves and reserve funds are key elements of the Corporation's long-term fiscal ~~planning~~ strategy. This has been previously recognized in the Financial Mission Statement that was adopted by Council in 1999 including the following Financial Principle which specifically addresses the use of reserves and reserve funds:

"Adequate reserves will be maintained to:

- 1. Replace and rehabilitate major capital infrastructure assets as required;*
- 2. Provide a buffer for significant unanticipated expenditures beyond the control of the Region; and*
- 3. Supply funds for new major capital assets identified in the long-term corporate strategy."*

As a result, this Policy's philosophy is to promote fiscal prudence, particularly as identified in the Financial Principles through the creation and management of reserves, as well as to achieve a best practice for reserving among municipal governments.

This Policy also acknowledges that reserves have a direct impact on the credit rating awarded by the Bond Rating Agencies and therefore, the Corporation's long-term cost of financing.

2) OBJECTIVES OF RESERVE AND RESERVE FUNDS

The primary objectives for reserves and reserve funds shall be in priority order:

- Adherence to statutory requirements;
- Promotion of financial stability and flexibility; ~~and~~
- Provision for major capital expenditures; and-
- Reducing the need for tax-levy funded debentures.

Reserve and Reserve Fund Policy

a) Adherence to Statutory Requirements

It shall be the Corporation's practice to establish and maintain segregated funds and/or reserves that meet all statutory obligations. Appendix A identifies the current statutory reserve funds as well as reference to their applicable legislation.

All reserves and reserve funds will be managed in accordance with provincial legislation. Included in the *Municipal Act* are the following requirements:

- Section 417 (4) that money raised for a reserve fund shall be paid into a special account and shall be invested only in securities or classes of securities prescribed;
- Section 418 (3), as allowed by the Corporation, shall combine money held in any fund (including General, Capital and Reserves and Reserve Funds) for investment purposes; and
- Section 418 (4) that earnings from combined investments shall be credited to each segregated fund in proportion to the amount invested in it.

Furthermore, it will be the Corporation's practice to establish all reserves and reserve funds by by-law and that all appropriations be approved by Council either through the annual budget or by specific resolution or by by-law. Notwithstanding, revolving reserves such as working capital, insurance and employee benefits may be used at any time for the purpose approved by Council.

b) Promotion of Financial Stability and Flexibility

It will be the Corporation's practice to maintain adequate non-capital reserves to achieve long-term financial stability and flexibility.

To meet these objectives, the following types of funds will be established and adequately funded:

- Reserves for known and recurring material cash flow deficiencies (eg. Working Capital);
- Reserves for large or lumpy periodic or one time payments (eg. General Capital Innovation);
- Reserves for long-term contingencies (eg. Sick Leave);
- Reserves for potential liabilities; and
- Reserves for unanticipated expenditures (eg. Tax Stabilization).

Appendix B identifies the current reserves and reserve funds established for financial stability and flexibility.

The Corporation will strive to maintain reserves and reserve funds at levels that are at least comparable to those held by similarly rated municipalities with comparable responsibilities and/or levels that meet established best practices among municipalities.

Reserve and Reserve Fund Policy

c) **Provision for Major Capital Expenditures**

It will be the Corporation's practice to maintain adequate reserves to replace and rehabilitate major capital assets, as required, and to provide for new capital assets that have been identified in the long-term corporate strategy.

To achieve this, the following principles will apply where practicable:

- Reserves for the full cost of replacement or rehabilitation of major assets will be funded from ongoing operations at a rate which reflects the consumption of that asset by current ratepayers. Contributions to this reserve will commence in the fiscal year that the asset is acquired or put in service and will be based on an estimate of the useful life of the underlying asset-50-year-need horizon;
 - Where the total cost is material, the purchase of minor assets which must be replaced on an ongoing basis (e.g. computers, furniture, vehicles) will be made from a reserve maintained at a three to five year rolling average (based on the asset's useful life) of the anticipated expenditure requirements and funded from operations and appropriations made by Council;
 - The Operating Budget will include an annual contribution for the replacement of major capital assets of 7.1% of the prior year's tax levy, increasing to at least:
 - 8.7% in 2015;
 - 10.5% in 2016;
 - 12.5% in 2017 and onward.
- These contributions will be allocated to asset replacement reserves based upon reserve adequacy analyses or at the discretion of the Commissioner of Finance.
- Reserves will be maintained for growth related capital projects that will be fully funded from developer contributions. That component of the growth related project which benefits the existing ratepayers or for which a discount has been given, shall be funded from tax/rates in the year the project is built. Notwithstanding, debt may be issued for growth projects when required in accordance with the Capital Financing and Debt Policy.

Appendix C identifies the current reserves and reserve funds established for major capital expenditures.

d) Reducing the Need for Tax-Levy Funded Debentures

It will be the Corporation's practice to fund a Debt Reduction Reserve to reduce the need to issue tax-levy debentures. The reserve may be used in place of debt that has been previously approved by Council. Funding would be used first to replace tax-levy debt that is deemed to be below established debt issuance thresholds and then debt for other tax-levy projects at the discretion of the Commissioner of Finance.

Reserve and Reserve Fund Policy

- The Debt Reduction Reserve will be funded as follows:
 - a) Appropriations as part of the annual Operating Budget;
 - b) Contributions as part of the Surplus Management Policy;
 - c) Savings from the avoidance of debt as a result of draws from this reserve or other reserves (at the discretion of the Commissioner of Finance) in either the current or prior years;
 - d) Other transfers deemed necessary at the discretion of Council.

- The Corporation shall carry within its annual budget a charge equivalent to 50%-100% (at the discretion of the Commissioner of Finance) of the principal and interest cost that was avoided as a result of the use of the Debt Reduction Reserve.

STANDARD OF CARE

Reserves and reserve funds are important assets of the Corporation for which a high standard of care will be maintained.

a) DELEGATION OF AUTHORITY

The Commissioner of Finance will retain the overall authority for establishing and managing reserves and reserve funds.

Notwithstanding, the Commissioner of Finance may delegate to the Director, ~~of Treasury Office Policy, Risk and Treasury~~ and/or designate the authority to establish policy and oversight with respect to reserves and reserve funds, ~~as well as~~ to determine the need for new and the financial adequacy of existing reserves and reserve funds and to determine funding sources for reserves and reserve funds.

Furthermore, The Commissioner may delegate to the Director of the Office of the Budget Business Planning and Budgets and/or designate the authority to ~~determine funding sources for reserves and reserve funds and to~~ project the impact of reserves and reserve funds as they relate to the long-term business and capital plan.

b) MANAGEMENT OF RESERVES AND RESERVE FUNDS

It is the Corporation's policy to use best practices among municipalities to manage its reserves and reserve funds. These practices will include:

Reserve and Reserve Fund Policy

i) Establishing a Reserve or Reserve Fund:

Prior to establishing a new reserve or reserve fund, a financial plan will be prepared which identifies need, target funding level (if applicable), contribution sources and projected disbursements (when practicable) to meet planned future obligations.

ii) Reserve Funding Targets

A target funding level will normally be established for every reserve or reserve fund at the time that it is created. Notwithstanding, this target will be reviewed annually by staff to ensure its adequacy and where necessary, a periodic review by third party consultants will be obtained.

Methodologies for calculating targets are specific to each reserve or reserve fund, however consideration will be given to the following:

- Purpose of fund; (ie. operating or capital);
- Certainty of end needs (ie. for contingent liability or long-term asset replacement);
- Economic factors (inflation, interest rates, cyclical pressures);
- Industry/Government/Accounting standards (GFOA, MFOA, PSAB etc.)
- Multi-year forecast of contribution and projected usage.

A financial plan forecasting reserve and reserve fund balances and a comparison to target objectives shall be prepared annually based on the most current information available.

iii) Investment of Reserves and Reserve Funds

Reserves and reserve funds may be invested for a term that will not exceed its expected date of need. The related investment income will be credited monthly to the specific reserve or reserve fund according to its proportionate share of the investment portfolio and based on the weighted average return for realized income during the month. Investments shall be further governed by the Corporation's Investment Policy.

iv) Contributions to/withdrawals from Reserves and Reserve Funds

All contributions to and/or withdrawals from reserves and reserve funds shall be approved by Council, normally as part of the annual budget approval process or specifically by resolution with the following exceptions:

- Direct contribution to reserve and reserve fund such as development charge contributions or settlement in account of prior year events;
- Transfers that are the direct result of ~~the pre-approved S~~surplus ~~M~~management Policyprogram;

Reserve and Reserve Fund Policy

- Transfers of funds between reserve cost centres for reserve restructure which in the opinion of the Commissioner of Finance have not changed the purpose for which the funds were intended;
- Transfer of funds between asset replacement reserves based upon reserve adequacy analyses or other related information, at the discretion of the Commissioner of Finance;
- Use of “revolving” reserves for the purpose approved by Council.

All contributions to and/or withdrawals from reserve and reserve funds will be clearly identified and segregated within the Corporation’s accounting system and accounted for by either an entry or to or from an operating cost centre or a capital project.

Funding strategies developed for reserves and reserve funds will take into account fairness to current and future tax/rate payers.

v) **Lending/Transferring of Reserves and Reserve Funds for Other Purposes**

Use for Other Purposes

If required, Council may by bylaw provide that the money raised from a reserve fund be spent, pledged or applied to a purpose other than that for which it was established.

Internal Loans/Transfers

Intra-fund lending from reserves and reserve funds is permitted to temporarily finance capital fund expenditures or operating cash flow deficiencies to avoid external temporary borrowing cost provided that all loans/transfers bear market rates of return and that interest income is credited to the original reserves.

External Loans

External loans may be made at the discretion of Council under Section 107 of the *Municipal Act* to any person, group or body for any purpose considered to be in the best interests of the municipality. However, prior to recommending such a loan to Council, staff will consider the following:

- Purpose of loan/benefit to be derived must be a public agency or group;
- Term of loan not to exceed five years;
- Appropriate security is provided to protect the interests of the Corporation;
- A financial profile of borrower;
- If adequate reserves are available for term of loan.

All loans will be provided from non-restricted reserves such as the Working Capital Reserve or the General Capital Reserve as direct loan investment of reserve funds is prohibited under provincial legislation. External loans must bear market rates of return, commensurate with the term of loan and be credited to the appropriate reserve source.

Reserve and Reserve Fund Policy

c) REPORTING REQUIREMENTS

The Commissioner of Finance will prepare the following reports:

~~Annual Status Report~~

~~An annual reserve report summarizing the current general status of the Corporation's reserves and reserve funds.~~

Annual Audited Financial Statements

Shall include a statement of financial position, financial activities and changes in fund balances for all reserves and reserve funds and as well, separately for outstanding sinking funds.

~~Long-Term~~10-year Forecast Report

A report will be prepared annually identifying a reserve forecast of all reserves and reserve funds based on the ~~10-year~~ Long-Term Capital Plan approved by Council and any other relevant information.

Periodic Adequacy Review of Report

Periodically a comprehensive review of the reserves and reserve funds will be made to determine if balances are adequate or the need for particular reserve or reserve funds shall exist or if new reserves or reserve funds are required.

Annual Budget and Business Plan

Contributions to and budget appropriations from reserves and reserve funds will normally be approved by Council as part of the annual Business Plan and Budget or specifically by resolution with the exception of those instances noted above.

d) RESPONSIBILITIES

The Commissioner of Finance has overall responsibility for the management of reserves and reserve funds.

Notwithstanding; responsibilities will be carried out by reporting Directors as follows:

~~Director, of Treasury Office~~ Policy Risk and Treasury and/or designate:

- Determines need for reserves and reserve funds for operating and capital operation;
- Sets targets for various reserves and reserve funds where appropriate;
- Ensures a review and report to Council of the adequacy and continuing need for reserves and reserve funds is undertaken when deemed necessary;
- Arranges for the preparation and presentations of required reports and/or bylaws for the creation or termination of any new or obsolete reserve or reserve funds;
- Develops appropriate strategies, procedures and processes for the investment of reserves and reserve funds;:-

Reserve and Reserve Fund Policy

- Prepares required reports to Council on any loan or advance to any agencies or boards where the source for such loans or advances is from a reserve or reserve fund;
- Develops long range fiscal planning strategy to effectively meet the Corporation's Capital financing and capital asset replacement requirements.

Director of ~~the Office of the Budget~~*Business Planning and Budgets* and/or designate:

- Ensures the appropriate allowances, contributions and/or appropriations are accounted for in the Corporation's Annual Budget and Business Plan relating to the financial requirements of the reserves and reserve funds;
- ~~Arranges for the preparation and presentations of required reports and/or by laws for the creation or termination of any new or obsolete reserve or reserve fund;~~
- Develops long range fiscal planning strategy to effectively meet the Corporation's Capital financing and capital asset replacement requirements.

Director of ~~the Controllership Office~~*Financial Services*:

- Monitors and reconciles all receipts to and disbursements from reserve and reserve fund accounts to ensure compliance with provincial regulations, PSAB and Reserve Policy;
- Ensures all Financial Statement reporting requirements set out in Section (c) of this Policy are met.

CONTACT:

Manager, ~~Financing and Reserves, Treasury and Reserves, Policy, Treasury Office~~*Risk and Treasury Branch*, Finance Department

APPROVAL INFORMATION

CAO Approval Date:

Committee:

Clause

Report No:

Council Approval:

Minute No. Page:

REGION OF YORK
STATUTORY RESERVE AND RESERVE FUNDS

RESERVE FUND	REFERENCE LEGISLATION
Development Charges Reserve Fund	Development Charges Act 1997
Sinking Fund	Municipal Act 2001
WSIB Reserve Fund	Workers Safety and Insurance Act 1997

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR STABILITY AND FLEXIBILITY

<u>Name</u>	<u>Year Established</u>	<u>Bylaw</u>	<u>Purpose</u>	<u>Sources of Funding</u>
Child Benefit	1998	A-0255-1998-407	To fund the Child Care Fee Assistance program and other community programs that help to reduce child poverty and promote employment in accordance with direction from the provincial government.	Annual appropriations made by Council and Social Assistance cost reductions resulting from the federal National Child Benefit program.
Computer Software Acquisition	2005	A-0370-2005-400	Created to fund the purchase of computer software.	Savings achieved by discontinuing Software Assurance on the Microsoft Office suite. Allocation from such sources of revenue may be determined by Regional Council.
<u>Debt Reduction</u>	<u>2013</u>	<u>2013-97</u>	<u>To reduce or eliminate the need to issue tax levy funded debentures.</u>	<u>Appropriations made from time to time from the operating budget.</u> <u>The earnings derived from investment of monies held in the reserve fund.</u>
<u>Federal Gas Tax</u>	<u>2005</u>	<u>There is no bylaw for this reserve.</u>	<u>To fund capital projects in the categories of public transit, water, wastewater, solid waste or community energy systems.</u>	<u>Funding provided by the Government of Canada under the agreement signed with the Government of Ontario and the Association of Municipalities of Ontario (AMO, who calculates the allocation for each municipality other than Toronto).</u>
<u>Fiscal Stabilization</u>	<u>2012</u>	<u>2012-4</u>	<u>To stabilize tax rates after the Region ceases to pay GTA pooling, and such other purposes as approved by Regional Council.</u>	<u>Appropriations made from time to time from the operating budget.</u>
<u>Fuel Cost Stabilization</u>	<u>2010</u>	<u>2010-57</u>	<u>To fund differences between actual and budgeted fuel rates during the year based upon projected volumes as well as any costs or savings arising from fuel price hedging transactions.</u>	<u>Appropriations made from time to time from the operating budget.</u> <u>Surpluses arising from differences between actual and budgeted fuel rates during the year based on projected volumes.</u> <u>Savings arising from fuel price hedging transactions.</u>

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR STABILITY AND FLEXIBILITY

<u>Name</u>	<u>Year Established</u>	<u>Bylaw</u>	<u>Purpose</u>	<u>Sources of Funding</u>
Sun Life Group Benefits <u>(Sun Life Dental, Sun Life Payroll Transfer, Sun Life Extended Health)</u>		A-228-97-101	To pay, through Sun Life Assurance Company, all claims submitted by employees for extended health, drugs, and dental expenses, as well as the administrative fee for that service. The Group Benefits Reserve was established when the Region converted from a premium-based employee benefit plan to an Administrative Services Only (ASO) plan.	Funded by budget allocations to the departmental operating budgets, which are based on experience and forecasts provided by the Region's benefit consultant, Buffett Taylor .
GTA Crime Abatement Unit	1998	A-0261-1999-001	To fund the Region's share of expenditures for the activities of the Greater Toronto Area Crime Abatement Unit.	York Regional Police set aside this one-time funding from its 1998 Investigative Expense Account.
Innovation	2002	A-0316-2002-099	Created to provide revolving funding for projects that will result in more efficient systems and/or ongoing operational savings.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council (among them, budgeted repayments of the revolving funds lent; repayment period cannot exceed 5 years). One time \$3 million transfer from the WSIB Reserve Fund in 2002.
Insurance	<u>1997</u>	<u>A-234-97-107</u>	<u>To fund costs incurred for insurance coverage and payment of claims.</u>	<u>Appropriations made from time to time from the operating budget.</u>
Long Term Disability	2002	A-0312-2002-070	To accumulate funds to pay for all long term disability benefits (self-insurance) and associated administration expenses.	Appropriations made from time to time from the current estimates of the Regional Corporation, including an amount equal to the current annual premium that otherwise would have been paid to an insurance carrier (starting October 2002)
Non-Profit Housing Capital Repairs and Maintenance	2002	A-0317-2002-100	Created to offset the Region's potential exposure to under-funded capital expenditures of non-profit housing providers.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council.

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR STABILITY AND FLEXIBILITY

<u>Name</u>	<u>Year Established</u>	<u>Bylaw</u>	<u>Purpose</u>	<u>Sources of Funding</u>
Police - OMERS	1995	<u>There is no bylaw for this reserve.</u>	Represents a portion of the employer's share of surplus funds in the OMERS supplementary pension plan for Police. Some of these funds were used between 1993 and 1996 to offset the Social Contract obligations of the York Regional Police.	Interest earned on the employer's share of surplus funds received from OMERS associated with Type 3 contributions have been set aside in this Reserve.
Property Tax Write-off	2000	A-0282-2000-097	To fund the property tax write-offs and tax rebates on vacant commercial and industrial properties.	Appropriations made from time to time from the operating budget. Supplementary tax receipts. Allocation from such sources of revenue as may be determined by Regional Council.
Provincial Gas Tax	2004	A-0357-2004-102	Created to deposit gas tax transfers from the Province of Ontario. These monies must be used to fund the expansion of public transportation infrastructure and levels of service in the Region.	Funding provided by the Province of Ontario from time to time under its Dedicated Gas Tax Funds for Public Transportation Program. Allocation from such sources of revenue as may be determined by Regional Council.
Seized Monies	1999	<u>There is no bylaw for this reserve.</u>	Monies seized by York Regional Police as a result of criminal activities and monies which have been found and turned into the Police are held in trust for return to its rightful owner.	If the seized and/or found monies remain unclaimed, they are set aside in this Reserve.
Sick Leave (Police Staff)	1999	There is no by-law for this reserve.	To provide for the liability related to Police employees' accumulated unused sick leave.	Funded by annual allocations from the York Regional Police operating budget.
Sick Leave (Regional Staff)	1982	A-231-97-104	To provide for the liability related to regional employees' accumulated unused sick leave. Under the historical employee sick leave plan, unused sick leave could accumulate and employees were entitled to a cash payment of fifty percent of the amount accumulated up to a maximum of six months salary when they left the Region's employ.	Historically, a surcharge of 1% of payroll had been allocated to departmental operating budgets to fund this reserve.

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR STABILITY AND FLEXIBILITY

<u>Name</u>	<u>Year Established</u>	<u>Bylaw</u>	<u>Purpose</u>	<u>Sources of Funding</u>
Social Assistance	1998	A-0259-130	To fund unanticipated costs which occur subsequent to the finalization of the Regional budget, resulting from case load increases and/or the GTA pooling of social assistance costs.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. 80% of the unspent tax levy budgeted for Social Assistance program entitlements and GTA pooling costs.
Tax Stabilization	2002	A-0315-098	To fund temporary revenue shortfalls and unpredictable one time expenditures.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. An amount not exceeding 50% of any unallocated year-end surplus.
Vacation Pay	1991	A-229-97-102	To finance lump sum vacation payouts for terminating employees when the Region assumed the responsibility for the operation of Greenacres Homes for the Aged from Metro Toronto.	Funded by one-time transfer of monies from the City of Toronto with respect to Greenacres Homes for the Aged and an additional \$300,000 provision from the 1993 Regional budget.
Working Capital	1997	A-227-97-100	To fund the day-to-day operations of the corporation and provide the ability to meet current liabilities prior to the receipt of tax levies from local municipalities and other revenues.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. 20% of any surplus with respect to LSR billings for Social Housing and Social Assistance is contributed to this reserve.
Workers' Compensation (WSIB)	1996	A-196-96-58	To self-fund Workers' Compensation claims as a Schedule 2 employer.	Funding results from a charge to operating programs based on a percentage of salary.
<u>Sinking Fund</u>	<u>2013</u>	<u>2013-99</u>	<u>To centralize the accumulated retirement contributions and related interest income associated with the Region's sinking fund debentures.</u>	<u>Appropriations made from time to time from the operating budget.</u> <u>The earnings derived from investment of monies held in the reserve fund.</u>

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR MAJOR CAPITAL EXPENDITURES

Name	Year Established	By-Law	Purpose	Sources of Funding
Alternative Community Living	1997	A-237-97-110	To finance the refurbishing of and repairs to housing units occupied by the Region's ACL residents.	Funded from a transfer of stabilization funds from the Ministry of Health in 1996.
Capital Asset Repair and Rehabilitation Facilities Rehabilitation and Replacement	2000	A-0281-2000-096 and A-0321-2002-156	To fund major capital repairs or rehabilitation expenses associated with regional buildings and other capital purposes such as parking facilities and major equipment or infrastructure refurbishment.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. Funds unspent at the end of each year which were allocated for capital expenditures for major repairs and rehabilitation of Regional buildings.
Capital Reserve Fund Transportation (Roads Capital)	1998	A-247-98-69	To finance the completion in the current year of roads capital projects where contracts had been previously awarded by Council and for which funding was committed to in the prior year Budget. Provides the Region with the available financing for known liabilities related to ongoing roads capital projects, as well as the ability to tender projects prior to subsequent year budget approval when the project had already been approved in the prior budget year but had not yet commenced.	The amount of the commitment is carried forward from one budget year to the next, recognizing the timing difference between when projects were budgeted in the annual estimates and when projects were started and completed.
Capital Replacement/Rate Stabilization-Wastewater	1991	A-239-97-112	To fund major maintenance and replacement of wastewater plants and facilities. It is also used to finance the non-growth component of new wastewater plants and facilities and has provided wastewater rate stabilization from year to year.	Funding is a result of surcharges on the wastewater user rate. In addition, any surplus in the wastewater annual operating budget has been contributed to supplement the reserve balance.
Capital Replacement/Rate Stabilization-Water	1991	A-238-97-11	To primarily fund major maintenance and replacement of water plants and facilities. It is also used to finance the non-growth component of new water plants and facilities and has provided water rate stabilization from year to year.	Funding is a result of surcharges on the water user rate. In addition, any surplus in the water annual operating budget has been contributed to supplement the reserve balance.

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR MAJOR CAPITAL EXPENDITURES

Name	Year Established	By-Law	Purpose	Sources of Funding
Development Charges	1991	DC-0004-2001-097) and DC-0005-2003-050)	To fund growth related capital projects. The Region's Development Charges Bylaws identify the future growth related infrastructure requirements that can be financed by these reserves. The prevailing Bylaws were passed in November 2001 for GO Transit purposes and in June 1998 (amended in December 1999) for other purposes (Water, Wastewater, Roads, Police, LTC, Transit, Hospitals, etc.)	Development charges are levied based on a fixed charge for each residential and multi-residential unit and as a per square foot charge for industrial and commercial properties. Developer receipts must be treated in a manner prescribed by the Development Charges Act. Subsection 16(1) of this Act contains strict legislative direction that moneys received as development charges must be maintained in a separate reserve and may only be used to meet the growth related capital costs for which the development charge was imposed.
Equipment Replacement (FF)	1993	A-232-97-105	To fund the cost of maintenance, repair and replacement of computer and other operating equipment.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council.
General Capital	1995	A-233-97-106	To Fund unspecified non-recurring capital expenditures.	Funded from the surplus from operations, if any, at year end after all other accruals and reserve allocations.
Hospital Financing	<u>2010</u>	<u>2010-71</u>	<u>To fund eligible hospital capital project expenditures related to construction, expansion, enhancement or improvement, as approved by Council.</u>	<u>Appropriations made from time to time from the operating budget.</u>
IT Development	<u>2010</u>	<u>2010-65</u>	<u>To fund information technology capital projects related to expansion, enhancement or improvement as approved by Council.</u>	<u>Appropriations made from time to time from the operating budget.</u>
Land Banking	<u>2013</u>	<u>2013-98</u>	<u>To purchase land for future needs that has been identified as part of the Capital Plan.</u>	<u>Appropriations made from time to time from the operating budget.</u> <u>Project funds budgeted for land acquisition during the year in which Capital Spending Authority has been granted by Regional Council.</u>

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR MAJOR CAPITAL EXPENDITURES

Name	Year Established	By-Law	Purpose	Sources of Funding
Land Securement	2001	A-0296-091	To provide for the costs of land securement related to the Regional Greenlands Property Securement Strategy.	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. Funds unspent at the end of each year which were allocated for land securement purposes in connection with the Regional Greenlands Property Securement Strategy.
<u>Move Ontario</u>	<u>2008</u>	<u>2008-87</u>	<u>To fund investments in transit vehicles and transit infrastructure in compliance with any and all requirements, policies and procedures established by the Province of Ontario with respect to the funds.</u>	<u>Shall be operated and maintained from funding received from the Province of Ontario.</u>
<u>Regionally Owned Housing</u>	<u>2008</u>	<u>2008-85</u>	<u>To fund the major rehabilitation and replacement of housing owned by the Region and Housing York Inc.</u>	<u>Appropriations made from time to time from the operating budget.</u>
<u>Roads Infrastructure</u>	<u>2008</u>	<u>2008-84</u>	<u>To fund the major rehabilitation and replacement of roads infrastructure.</u>	<u>Appropriations made from time to time from the operating budget.</u>
<u>Social Housing Development</u>	<u>1998 (amended in 2010)</u>	<u>A-060-1998-131 and 2010-64</u>	To fund future capital expenditures associated with social housing units within York Region. <u>To fund expenditures related to new affordable housing projects either developed for Housing York Inc., or third parties, as approved by the Region.</u>	Appropriations made from time to time from the operating budget. Allocation from such sources of revenue as may be determined by Regional Council. 80% of the unspent tax levy budgeted for Social Housing Programs.
Solid Waste Management	1993	A-230-97-103	To fund future infrastructure requirements for solid waste processing and waste transfer facilities.	Initially funded from royalties paid by the City of Toronto related to the Keele Valley facility. Currently financed by funds received from Waste Diversion Ontario (the amounts received are mainly calculated as a percentage of the costs of recycling.)

REGION OF YORK
RESERVES AND RESERVE FUNDS FOR MAJOR CAPITAL EXPENDITURES

Name	Year Established	By-Law	Purpose	Sources of Funding
Transit	1999	A-0265-1999-091	To fund capital expenditures for Regional and GO Transit.	Initially funded with approximately \$4.4 million of tax levy savings as a result of lower than budgeted GO Transit costs in the 1998 Local Services Realignment invoices. Savings in 1999 of approximately \$850,000 was also credited to this reserve fund.
Transit Vehicle Replacement	2013	2013-100	To refurbish and replace transit vehicles.	Appropriations made from time to time from the operating budget.
Vehicle Replacement	1997	A-236-97-109	To purchase replacement vehicles/equipment for the Regional Fleet.	Funded through an internal usage charge to Transportation and Works operating programs.
Reserve Fund for Markham Road (Y.R. 68) (Provincial Highways 48, 27, 47 & 50)	1996	A-217-96-150	To fund operating and maintenance costs for that portion of Highway 48 which was transferred to the Region from the Province. Established concurrent with the Region's assumption of Highway 48 from the Province. These funds cannot be used for growth related expenditures.	One-time Provincial funding received as a condition of transfer of Highway 48 has been set aside in this reserve.
Vehicle Replacement	1997	A-236-97-109	To purchase replacement vehicles/equipment for the Regional Fleet.	Funded through an internal usage charge to Transportation and Works operating programs.
York Region Transit Mobility Plus Service Vehicle	2002	A-0308-2002-059	To accumulate funds to facilitate the purchase of new vehicles for the Mobility Plus service.	Lease payments made by private contractors for the use of York Region Transit owned Mobility Plus vehicles Appropriations made from time to time from the current estimates of the Regional Corporation. The allocation from such sources of revenue as may be determined by Regional Council (i.e. receipt of charitable donations, etc.)



STATUS **Final Draft**
 Council Approved: **Y**
 CAO Approved: **Y**

TITLE: Smart Commute York Region— Carpool Program, Registration in the	Edocs No.: <u>5438516</u> Original Approval Date: May 25, 2006 Posted on Intranet: March 2 <u>April 21</u> , 2014
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POLICY STATEMENT:

The ~~Smart Commute York Region—Carpool~~ is policy specifies the conditions and registration requirements for Regional employees ~~participating to participate~~ in the Smart Commute York Region ~~Carpool p~~Program.

APPLICATION:

This policy ~~will apply~~applies to all employees of the Regional Municipality of York who wish to participate ~~Regional employees who desire to participate~~ in the Smart Commute York Region ~~Carpool~~ program and partake in the program incentives provided.

To be eligible to participate in or access incentives, Regional employees must first register via the Smart Commute York Region website or directly with the carpool program coordinator via carpool@york.ca.

PURPOSE:

To pursue sustainable transportation in York Region by reducing the number of single occupancy vehicle trips, Smart Commute York Region is a program to encourage Regional ~~staff employees~~ to use public transit, car-pooling/~~van pooling~~, bicycle, and walk ~~modes has been adopted to work~~. ~~Incentives are provided to promote this transportation demand management (TDM) program.~~

~~However, registration is required with the York Region TDM Coordinator in order to administer and monitor the progress of the program. This policy is required to provide guidance to the Regional staff on the registration requirements and conditions for participating in the Smart Commute York Region program.~~

DEFINITIONS:

Carpool Program Coordinator: A designated York Region staff member responsible for administering, coordinating, and monitoring the Smart Commute York Region Program. The coordinator may be reached at carpool@york.ca.

Registration in the

Emergency Ride Home (ERH): A taxi ride from the employee's normal place of business to an eligible destination necessitated by a personal emergency or special circumstance.

Home: The primary residence of a Regional employee.

Metrolinx: is a crown agency that manages and integrates road transport and public transportation in the Greater Toronto and Hamilton Area in Ontario, Canada

Normal Place of Business: The York Region building that is the Regional employee's home base.

~~**Metrolinx:** is a crown agency that manages and integrates road transport and public transportation in the Greater Toronto and Hamilton Area in Ontario, Canada~~

Regional Employee: An individual who is employed (full-time, part-time, temporary, permanent) by the Regional Municipality of York.

Smart Commute York Region ~~Program:~~ A program to promotes the reduction in the number of single occupancy vehicle trips by York Region ~~employees~~staff to/from their place of work.

Specified Claim Day: The day on which the employee uses the ERH program to access a taxi service to reach their eligible destination as a result of an emergency or special circumstance.

~~**TRANSPORTATION DEMAND MANAGEMENT (TDM) COORDINATOR: A DESIGNATED YORK REGION STAFF MEMBER RESPONSIBLE FOR ADMINISTERING, COORDINATING, AND MONITORING THE SMART COMMUTE YORK REGION PROGRAM. THE TDM COORDINATOR MAY BE REACHED AT CARPOOL@YORK.CA**~~ **DESCRIPTION:**

1.0 Carpooling Incentives

1.1 General Conditions

Premium parking spots are available for Regional employees who carpool to work at select York Region buildings.

1.1.1 To be eligible to park in the reserved Smart Commute parking spots, employees must:

- i. Be registered in the Smart Commute York Region program;
- ii. Obtain a carpool parking tag from the carpool program coordinator;

1.1.2 To obtain a carpool parking tag, employees must:

- i. Find a carpool match online at the [York Region Carpool Zone sub-group](#);

Registration in the

- ii. Provide the carpool vehicle license plate numbers and contact information from each ridesharing employee to the carpool program coordinator via carpool@york.ca

1.1.3 It is the responsibility of the carpool participants to ensure the appropriate year's carpool sticker is visible on the carpool parking tag.

1.1.4 Carpool vehicles must arrive at the carpool parking spot with more than one person in the vehicle.

1.1.5 The carpool parking tag is valid only at the workplace for which it was issued.

2.0 Emergency Ride Home Program

The Emergency Ride Home program is funded and administered by Metrolinx in accordance with the [Emergency Ride Home Terms and Conditions](#).

All Regional employees are eligible to participate in the ERH program provided that they used a sustainable mode of transportation (carpool, transit, walk or cycle) on the day that the ride is required. The ERH program provides individuals with reimbursement to cover the cost of transportation (using any method) from their normal place of business to an eligible destination, necessitated by a personal emergency or special circumstance. Additional details on the ERH program can be found at www.emergencyridehome.ca

The ERH program reimbursement page can be accessed online. If you require assistance with the ERH application, contact the carpool program coordinator at carpool@york.ca.

Program incentives for Smart Commute York Region participants may include the following:

- ~~• Use of the employee carpool ride-matching software (Carpool Zone website);~~
- ~~• Use of preferred carpool parking spaces;~~
- ~~• Use of Emergency Ride Home program;~~
- ~~• Use of bike storage facilities;~~
- ~~• Free draws and other promotional incentives as the program progresses.~~

~~To be eligible for the Smart Commute York Region incentives, all employees must first register with the TDM Coordinator. This includes employees who are currently using alternative modes of transportation such as carpooling, public transit, cycling, or walking.~~

~~Employees who want to use the preferred car pool parking spaces must also register in the Carpool Zone website and obtain a display tag from the TDM Coordinator. Vehicle licence plate numbers and information from each ridesharing staff will be collected to administer and monitor the carpool parking usage and program.~~

Registration in the

RESPONSIBILITIES:

Regional Employees:

- Are responsible for registration with Smart Commute York Region through the Carpool Zone website or through direct contact with the carpool program coordinator via carpool@york.ca
- If a carpool is no longer active, it is the responsibility of the employee to inform the ~~TDM carpool program coordinator~~ Coordinator and to return the carpool tag.
- Are responsible for the submission of the ERH claim form at www.emergencyridehome.ca

TDM ~~Coordinator~~ Carpool Program Coordinator:

- Assist employees with registration in and any questions related to the Smart Commute York Region program
- Review applications for a carpool parking tags and oversee the carpool program

~~Each employee participating in the Smart Commute York Region Program is responsible for registration with the TDM Coordinator via the intranet website or direct contact with the TDM Coordinator. Only by registering in the program can participants be eligible for the program incentives.~~

~~For the Emergency Ride Home (ERH) module, Managers of the participating staff are responsible for completing, authorising, and submitting the ERH Manager's Form to the TDM Coordinator when a claim is made. Managers will also be responsible for the approval of the expense claim submitted by the employee.~~

NON-COMPLIANCE WITH POLICY:

Any attempts to defraud the Smart Commute York Region program, including the misuse of carpool parking tags, will be dealt with in accordance with the *Employee Code of Conduct* and may lead to the termination of the employee's participation in the program or of the program itself.

CONTACT:

Program Manager, Active and Sustainable Transportation, Traffic Management and ITS Branch,
Transportation and Community Planning Department
Manager, Traffic Design and Construction, Traffic Management and ITS Branch, Transportation
and Community Planning Department

~~Infrastructure Planning Branch
Manager, Transportation Planning
905-895-1200, x5024~~

Registration in the

APPROVAL INFORMATION

CAO Approval Date: ~~May 1, 2006~~

Committee: ~~Planning and Economic
Development~~

Clause: ~~2~~

Report No: ~~5~~

~~Edoes No. 1810723~~

Council Approval:

Minute No. ~~75~~ **Page:** ~~36~~ **Date:** ~~May 25, 2006~~

~~1810787 P01/5/1~~



STATUS **FinalDraft**
 Council Approved: **Y**
 CAO Approved: **Y**

TITLE: Winter Maintenance of Regional Roads	Edocs No.: 5455323 Original Approval Date: October 21, 2004 <u>March 4, 2005</u> Policy Last Updated: March 4, 2005 <u>April 4, 2014</u>
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POLICY STATEMENT:

The Winter Maintenance of Regional Roads policy specifies the winter maintenance standards to which the Regional Municipality of York will comply with for Regional roads.
~~strive to comply and meet Ont Reg 239/02, 47/13A policy specifying winter maintenance standards for Regional roads.~~

APPLICATION:

This policy applies to all public highways, as defined by the *Highway Traffic Act, R.S.O. 1990*, over which the Regional Municipality of York has jurisdiction, including all roads which may be assumed by the Region.
~~To all Regional staff and contractors responsible for the winter maintenance of Regional roads.~~

PURPOSE:

On August 25, 1994, the Council of the Regional Municipality of York adopted the standard of bare pavement for winter road maintenance. Subsequently, the *Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02* (“MMS”) was promulgated under the *Municipal Act, 2001*, S.O. 2001, c.25, and came into force on November 1, 2002. The MMS has been amended a number of times since coming into force. This policy replaces the previous Winter Maintenance of Regional Roads (2005) policy. ??

~~This policy specifies the winter maintenance standard of “bare pavement” for paved sections and “snow packed” for gravel sections of the Regional road system. It also outlines an anti-icing program for all Regional roads with a minimum annual average daily traffic of 20,000 vehicles per day. This paragraph should stay as it acts as a good descriptor *The Bare Pavement Policy (or Standard)*~~

DEFINITIONS:

High-Volume Roads: Regional roads with minimum annual average daily traffic of 20,000 vehicles per day.

Regional Road: A public highway, as defined by the *Highway Traffic Act, R.S.O. 1990*, that is under the jurisdiction of the Regional Municipality of York.

Snow Accumulation: The natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:

- Newly-fallen snow;
- Wind-blown snow;
- Slush.

Substantial Probability: A significant likelihood considerably in excess of 51 percent, as determined by a designate of the Director of Roads.

Winter: Annually, from October 20 to April 10.

DESCRIPTION:

~~York Region is responsible for the winter maintenance of approximately 1,028 kilometres of road, or approximately 3,300 lane kilometres. Almost all of this system is paved and carries high volumes of commuter, business and recreational traffic requiring the winter quality standard of bare pavement.~~

~~The winter season extends from October 20 to April 10. During this time, adverse winter conditions are frequently experienced with the roadways coated with ice and packed snow. Ontario Regulation 239/02, made under the *Municipal Act, 2001*, specifies Minimum Maintenance Standards for Municipal Roadways.~~

~~The Region meets the legislation through plowing, sanding, salting and anti icing. These activities support the overriding principle which is “to return the paved Regional roadways to a bare pavement condition as soon as reasonably possible following storm conditions using the resources available”. his paragraph should remain, JP~~

1.0 General Conditions

1.1 The Region conducts winter road maintenance in compliance with the *Minimum Maintenance Standards for Municipal Highways, Ontario Regulation 239/02, as amended, made under the *Municipal Act, 2001*.*

1.2 The Region will deploy resources as soon as is practicable to address snow accumulation, ice formation on roadways and icy roadways. ~~following the end of snow accumulation or within 24 hours, whichever is earlier.~~

2.0 High Volume Regional Roads

~~Plowing is the preferred method of the removal of ice and snow. However, it will not remove ice that has become firmly bonded to pavement surfaces. In this instance, either a de-icing chemical (such as salt) must be applied to clear the roadway or an abrasive (such as sand) must be applied to provide traction. Snow and ice build up adheres to pavement, making plowing ineffective. Salt weakens the bond by forming a thin layer of brine that spreads between the ice and the pavement. The ice and snow can then be displaced either by plowing, or by the movement of traffic over the ice and snow. If the ice becomes slippery, sand can then be applied as an abrasive. This paragraph should remain as part of 1.2 above~~

~~The following are the minimum application rates of salt and sand that are used in York Region:~~

	Application Rate (kgs/2-lane km)			
	Frost All roads Class 1 to 5	Rural, low volume two-lane class 3 & 4	Rural, high volume two-lane Class 2&3	Urban, high volume multi-lane Class 1&2
Salt	70	130	170	220
Sand	400	400	400	400

~~This frequently results in the use of a combination of materials (salt and sand) and a combination of methods (plowing, chemical de-icer, and abrasive) in order to return the roads to bare pavement conditions as quickly and as efficiently as possible.~~

~~Salt is not applied to gravel roadways as it will melt the hard-packed surface and create potholes.~~

High—Volume Roads

In addition to compliance with the *Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02*, as amended, made under the *Municipal Act, 2001*, the Regional Municipality of York has adopted standards for the winter maintenance of high volume roads through the implementation of an *Anti-Icing Program*.

2.1 Anti-Icing Program

2.1.1 Regional roads with minimum annual average daily traffic of 20,000 vehicles per day are subject to the following additional anti-icing practices, as weather conditions permit. ~~over~~

~~and above those required in the *Minimum Maintenance Standards for Municipal Highways Ontario Regulation 47/13* made under the *Municipal Act, 2001*.~~

~~2.1.2 The Region will apply a salt brine solution to the pavement on high volume roadways, prior to the commencement of snow accumulation, where there is a substantial probability of ice forming on Regional roadways, as a result of anticipated snow accumulation.~~

~~2.1.3 If the *Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02* (MMS) requires the application of salt brine or another anti-icing technique in the future, the Region will comply with the MMS, where conflicts exist between the Region's policy and the MMS or any future amendments to the MMS.~~

~~2.1.3—The Region will apply a salt brine solution up to two (2) days in advance of a snow accumulation event, provided that the event does not commence with:~~

~~Above freezing temperatures; and~~

~~Rain This may be too descriptive~~

~~Salt Management Plan To assist in implementing the above objectives, the Region has implemented an anti-icing program on all roads with a minimum annual average daily traffic of 20,000 vehicles per day. This program involves the application of a chemical solution (salt brine) to the pavement before a storm to prevent the bonding of ice or snow to the road surface. To accomplish this:~~

- ~~•Salt brine is sprayed on the road surface.~~
- ~~•The water component of the brine then evaporates or is dried up by traffic.~~
- ~~•Only the salt component remains on the road surface.~~

~~The pre-treatment brine can be applied up to two days in advance of a storm provided that the storm does not start out with above freezing temperatures and rain. Usage of this solution does the following:~~

- ~~•Reduces the amount of salt used during light storms~~
- ~~•Delays the first regular salt applications~~
- ~~•Replaces the salt application in the case of black ice~~
- ~~•Provides a safer road more quickly~~

RESPONSIBILITIES:

~~Likewise, the Region has adopted a Salt Management Plan that outlines its commitment to protecting the environment to the extent possible while at the same time adhering to the standards set out in this policy. This paragraph should remain as a descriptor (in italics)~~

RESPONSIBILITIES:

Transportation and Works Department~~Transportation and Community Planning Department:~~

- ~~• Clear paved Regional roadways to a bare pavement condition as soon as reasonably possible following storm conditions using the resources available. The Transportation and Community Planning Department will conduct winter maintenance in compliance with the *Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02*, as amended, and the Anti-Icing Program described above.~~

- ~~•~~
- ~~•~~

REFERENCE:

~~• *The Municipal Act, 2001*, S.O. 2001, c.25, Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Roadways, as amended~~

~~• Clause 21 of Report No. 14 of the Transportation and Environmental Services Committee adopted by Regional Council on August 25, 1994 re. Standards for Paved and Gravel Roads~~

~~• Clause 14 of Report No. 7 of the Transportation and Works Committee adopted by Regional Council on June 12, 2002 re. Anti-icing for Roads Averaging 20,000 Vehicles Per Day~~

~~• Clause 6 of Report No. 10 of the Transportation and Works Committee adopted by Regional Council on October 21, 2004 re. Salt Management Plan (Attachment 1, 1A, 1B and 1C)~~

CLAUSE 2, REPORT 6 OF THE TRANSPORTATION SERVICES COMMITTEE ADOPTED BY REGIONAL COUNCIL JUNE 28, 2012

CONTACT:

Director, ~~Roads Transportation, Transportation and Works Department~~Roads Branch, Transportation and Community Planning Department
Manager, Road Maintenance, Roads Branch, Transportation and Community Planning Department

APPROVAL INFORMATION

CAO Approval Date: ~~September 23, 2004~~

Committee: ~~Transportation and Works~~ Clause: ~~6~~ Report No: ~~10~~

Council Approval: Minute No. ~~190~~ Page: ~~99~~ Date: ~~October 21, 2004~~

~~94062-P01/5/1~~



STATUS	Final
Council Approved:	Y
CAO Approved:	Y

TITLE: Vision 2051	Edocs No.: (To be completed by Clerk's Office) Original Approval Date: Policy Last Updated:
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POLICY STATEMENT:

A policy setting out the Region's Vision for the future, up to 2051

APPLICATION:

To all Regional Staff, Elected and Appointed Representatives

PURPOSE:

Vision 2051 is an overall blueprint for York Region that updates *Vision 2026*. The long-range document informs all Council decisions by defining the desired future state for York Region. The goals and actions in *Vision 2051* are aligned with similar strategies from the local municipalities, neighbouring municipalities and the Province, and it outlines key areas of focus for the Region and its partners for the future. It sets the context and provides the framework for more detailed corporate and business plans that will be undertaken by the Region through its Strategic Plan. The goals and objectives of *Vision 2051* will be incorporated into multi-year fiscal planning and performance agreements. Progress made to achieve these goals will be measured and monitored, and reported through the Strategic Plan.

DEFINITIONS:

Vision: a picture of the future. For example, *Vision 2051* expresses a Vision for the future of the Region. It aims to describe an overall shape and direction for York Region over a multi-year period, to 2051.

DESCRIPTION:

Vision 2051 includes a vision statement, eight goals, and action areas within each goal that describe what people have said they want the Region to be.

The vision statement encapsulates the overall spirit of what we heard and the general theme for *Vision 2051: York Region: Creating Strong, Caring, Safe Communities*.

The document is broken down into the following eight goal areas that support the overall vision statement.

- A Place Where Everyone Can Thrive
- Liveable Cities and Complete Communities
- A Resilient Natural Environment & Agricultural System
- Appropriate Housing for All Ages and Stages
- An Innovation Economy
- Interconnected Systems for Mobility
- Living Sustainably
- Open & Responsive Governance

The objectives of each goal area are further defined through a goal statement and specific action areas.

Like *Vision 2026* before it, *Vision 2051* is based on consultation with members of Regional Council, the Region's employees and the community, including organizations, individual citizens and councillors and staff of area municipalities. The words contained under each goal area have been carefully chosen to reflect the spirit of the input received and, therefore, the document should be referenced directly for an accurate understanding of these objectives.

This document provides higher-level performance measures that will be used for future monitoring. *Vision 2051* will be a living document for York Region. Regular progress reports and monitoring ensures that we are moving in the direction of the vision, and the document will be reviewed and updated as appropriate to respond to the changing needs of the community.

RESPONSIBILITIES:

Corporate & Strategic Planning Division of the Office of the Chief Administrative Officer:

- Responsible for monitoring and reporting through both the Strategic Plan and progress reports itemizing the achievements made in moving toward the vision for 2051, and progress reports will be prepared every four years, the first being 2015.

Regional Employees:

- Responsible for knowing and complying with this policy

REFERENCES:

Vision 2051
2011 to 2015 Strategic Plan
Vision 2026
Vision 2021

CONTACT:

Long Range Planning Branch, Corporate & Strategic Planning Division of the Office of the Chief Administrative Officer

<u>APPROVAL INFORMATION</u>	(To be completed by the Clerk's Office)		
CAO Approval Date:			
Committee:	Clause:	Report No:	
Council Approval:	Minute No.	Page:	Date: