



# Policy

POL.ADM.23.XX

## Division Statistical Update Reports Policy

**Policy Type:** Administrative Policy (Approved by CAO)

**Date Approved:** Month, Day, 2023

**Department:** Administration

**Staff Report:** FAF.23.023

**By-Law No.:** N/A

### Policy Statement

This Policy provides guidance and direction to staff to ensure that key statistical updates are provided to Council through the Committee of the Whole reporting structure for the Divisions within the Town's Corporate Structure.

### Purpose

This Policy directs staff to ensure that key statistical data be provided to Council at the specified Committee of the Whole to enhance information sharing, consistency, and transparency for the public.

### Application

This Policy applies to all the following Town Divisions:

- **Administration**
  - Clerks
  - Communication and Economic Development
  - Human Resources
- **Community Services**
  - Facilities
  - Harbour/Cemetery
  - Parks and Trails
- **Legal Services**
  - Legal
  - By-law Enforcement (including Short Term Accommodations)

- **Planning and Development Services**
  - Building Services
  - Development Engineering
  - Planning Services
- **Operations**
  - Capital Projects
  - Roads and Drainage
  - Sustainability and Solid Waste

Each Department Director is responsible for ensuring that statistical data sets are proactively tracked, monitored, recorded, and reported on as outlined in this Policy.

Each Department Director (or their designate) shall provide a report supported by a presentation of the Division Statistical Reports applicable to their respective Departments to the Committee of the Whole as scheduled and outlined in this Policy.

Each Department Director (or their designate) will be responsible for bringing forth recommendations regarding potential revisions to the approved statistical data sets along with the rationale for the inclusion or removal of those statistical data sets or maintaining the status quo.

## Definitions

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**Key Statistical Data** means information that is regularly collected by staff on specific subject matter that can be presented and compared through a consistent and annualized process.

## Procedures

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### Reporting Schedule

#### **Year 1 – First Year of the Term of Council**

- Data Report (October – December of previous year): Late February Committee of the Whole
- Data Report (January – May 2023): Late June Committee of the Whole
- Data Report (June – September 2023): Budget Binder

#### **Year 2 – Second Year of the Term of Council**

- Data Report (October – December): Late February Committee of the Whole
- Data Report (January – May): Late June Committee of the Whole

- Data Report (June – September): Budget Binder

### **Year 3 – Third Year of the Term of Council**

- Data Report (October – December): Late February Committee of the Whole
- Data Report (January – May): Late June Committee of the Whole
- **Council could request additional/different data sets for inclusion in next year's reporting**
- Data Report (June – September): Budget Binder

### **Year 4 – Fourth Year of the Term of Council**

- **Start tracking additional/different data sets specified by Council in 2025**
- Data Report (October – December 2025): Late February 2026 Committee of the Whole
- Data Report (January – May 2026): Late June 2026 Committee of the Whole

### **Setting New Statistical Data Sets**

Revisions can be made once per Term of Council and can be considered during the third year of the Term of Council during the June reporting rotation.

Limiting the revision of statistical data sets to once per Term of Council will help ensure that the consistency and validity of the approved statistical data sets remain intact and manageable for staff to maintain.

Consideration of new statistical data sets can be brought forward by members of Council and/or staff. When considering the revision of statistical data sets, the removal of existing statistical data sets shall be considered to ensure tracking tasks remain meaningful, and manageable.

When revised statistical data sets are approved by Council, the tracking, monitoring, recording, and reporting will be initiated January 1 of the fourth year of the Term of Council.

### **Exclusions**

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**Chief Administrative Officer** – the Chief Administrative Officer will provide updates to Council through the annual review of the Corporate Strategic Plan and the Chief Administrative Officer's Annual Performance Review Process.

**Finance and IT Services** – Finance and IT Services provides a monthly Financial Flash Report that is presented through the Committee of the Whole structure and is the lead Department in the budget process and the development of the draft proposed budget material.

**Fire Services** – Fire Services provides an annual Fire Service Report and a Community Emergency Management Report as a requirement of the Fire Marshall's Office.

**Police Services Board** – The Police Services Board meets quarterly with the minutes of each of the Police Services Board meeting being considered and adopted by Council.

**The Blue Mountains Public Library** – The Blue Mountains Public Library functions through the management of the Chief Executive Officer, being the Chief Librarian, and the Library Board of Management.

### References and Related Policies

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POL.COR.13.24 Progressive Discipline Policy

POL.COR.07.01 Accountability and Transparency of Town Actions to the Public Policy

POL.COR.18.09 CAO – Annual Performance Review Process

### Consequences of Non-Compliance

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The consequences of non-compliance are in accordance with the Municipal Act and will be dealt with through the Town's Progressive Discipline Policy, POL.COR.13.24.

### Review Cycle

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This Policy will be reviewed once per term of Council, and during the third year of each Term of Council.

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Shawn Everitt  
Chief Administrative Officer