
Report of the Chief Administrative Officer
Review and Update of Council-Approved Policies

1. Recommendation

1. Council approve proposed updates to the following policies as outlined in Appendices A, B, C, D, E, F, G and H:
 - a. Accessibility Policy
 - b. Advertising on York Region Transit Vehicles and Property Policy
 - c. Delegation of Powers and Duties of Regional Council Policy
 - d. Investment Policy
 - e. Special Events on Regional Roads Policy
 - f. Transit Lost and Found Policy
 - g. Transit Vehicle Charters Policy
 - h. York Region Multi-Year Accessibility Plan Policy Framework

2. Council rescind the following policies:
 - a. Custody of Documents Policy
 - b. Copies of Records and Agendas to the Public Policy
 - c. Employee Commuting Option Policy
 - d. Municipal Freedom and Protection of Privacy Act Policy

3. Council convert the following policies to administrative policies:
 - a. Archives Policy
 - b. Corporate Purchasing Card Policy

2. Purpose

This report seeks Council approval of changes to 14 Council-approved policies identified to be updated, rescinded or changed to administrative policies.

Key Points:

- Review of Council-approved policies was undertaken to ensure policies are up to date, aligned with business needs and compliant with legislation
- Majority of recommended changes are to improve clarity or avoid duplication

3. Background

Policies provide a basis for staff to make consistent and sound decisions to meet Regional goals

Policies provide direction for operations and establish principles for employees to guide decisions. Effective policy development ensures proper management of the Region's resources to achieve required outcomes.

Administrative policies are approved by the Chief Administrative Officer (CAO) and provide principles for decision-making employees follow in day-to-day administration of the Region. This includes decision-making on issues such as:

- Health and safety
- Human resources
- Information and technology
- Safeguarding assets and finances

Region currently has 135 active policies: 65 approved by Council and 70 approved by Chief Administrative Officer

In 2023, with the start of a new term of Council, a review of Council-approved policies was undertaken to ensure policies are up to date, aligned with business needs and compliant with legislation.

There are currently 65 Council-approved policies and of these 14 have been identified as requiring changes. These changes include minor updates as well as requests to be rescinded or converted to a CAO-approved policy as they would be more effectively managed at the administrative level.

4. Analysis

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

Minor updates are required for eight Council-approved policies to ensure they are clear, up-to-date and reflect current practices. These updated policies are shown in Appendices A, B, C, D, E, F, G and H. Table 1 provides rationale for each update.

Table 1
Council-approved policies recommended to be updated

Policy	Update and Rationale
Accessibility Policy	<ul style="list-style-type: none"> • Clarified which departments are responsible for implementing specific requirements of Ontario’s Integrated Accessibility Standards Regulation • Updated reference materials • Updated contact information to reflect organizational changes
Advertising on York Region Transit Vehicles and Property Policy	<ul style="list-style-type: none"> • Updated name of ‘Advertising Standards Canada’ to ‘Ad Standards’ • Updated definitions of ‘Canadian Code of Advertising Standards’ and ‘Certified (English) Translation’ • Added that no advertising will be accepted that promotes vaping or cannabis • Added that any advertisement that criticizes or mocks public transit as a safe and reliable form of transportation is prohibited • Updated language to be clear and concise • Updated contact information to reflect organizational changes
Delegation of Powers and Duties of Regional Council Policy	<ul style="list-style-type: none"> • Added clause to clarify Council may continue to exercise any power, duty, or function it has delegated • Added sections on Responsibilities and Compliance • Removed Schedule A as information is included in the Delegation Bylaw

Policy	Update and Rationale
Investment Policy	<ul style="list-style-type: none"> • Specified policy is required under Ontario Regulation 438/97 • Removed definition for 'Approved Entity', updated definition of 'External Client' and added definitions for 'Investment Officer' and 'Mark to Market' • Under section 2(d), for competitive selection of investment instruments, if there is a tie bid between one or more dealers, Region will now award to dealer who provided the winning bid first • Under section 4(b), removed reference to the Province of Ontario Savings Office, as this institution was closed • Updated Appendix 3 definitions of short-term and mid-term rate of returns, and allocation of investment income to include new reserves created since policy was last updated
Special Events on Regional Roads Policy	<ul style="list-style-type: none"> • Clarified special event permits gives permission to restrict vehicle use on Regional roads if local access for residents and emergency vehicles is maintained during event • Removed specific fee amounts and added language to clarify that fee payments are made in accordance with the Region's Fees and Charges for Services and Activities Bylaw • Specified that Commissioner of Public Works or delegate is granted authority to approve permits in accordance with the policy • Added responsibilities for Finance Department to review and approve Certificates of Insurance and to receive security deposits • Updated language to be clear and concise • Updated contact information to reflect organizational changes
Transit Lost and Found Policy	<ul style="list-style-type: none"> • Added limitation of liability language for York Region Transit, its employees and contractors • Added information on how to claim lost and found property • Clarified unclaimed articles will be donated, recycled, sold or disposed • Updated language to be clear and concise • Added responsibilities for York Region Transit staff • Updated contact information to reflect organizational changes

Policy	Update and Rationale
Transit Vehicle Charters Policy	<ul style="list-style-type: none"> Added definitions for 'Charter', 'Non-profit organization' and 'Consumer Price Index' Removed references to charter rates as this information is included in YRT Customer Bus Charter Request Form Increased time to submit request form from 5 to 10 days before charter date Added a three-hour minimum charge Added compliance information Updated contact information to reflect organizational changes.
York Region Multi-Year Accessibility Plan Policy Framework	<ul style="list-style-type: none"> Clarified which departments are responsible for implementing specific requirements of Ontario's Integrated Accessibility Standards Regulation Updated contact information to reflect organizational changes

Five Council-approved policies are recommended to be rescinded

To avoid duplication or to remove policies no longer required, Table 2 summarizes policies that should be rescinded.

Table 2
Council-approved policies recommended to be rescinded

Policy	Description and Rationale
Copies of Records and Agendas to the Public Policy	Created in 1974 to ensure members of public could receive copies of Council material. This policy is covered by notice provisions in Procedure Bylaw and is no longer required.
Custody of Documents Policy	Identifies Regional Clerk as responsible for custody of bylaws and Council minutes. This policy is not required because it is covered by s. 228(1)(c) of the <i>Municipal Act, 2001</i> , which states it is the Clerk's duty to "keep the originals or copies of all by-laws and all minutes of the proceedings of the council."

Policy	Description and Rationale
Employee Commuting Option Policy	Option for Regional employees to obtain a transit pass as a taxable benefit. This policy is not required as Employee Commuting Option is an internal program and does not require a formal policy.
Municipal Freedom and Protection of Privacy Act Policy	Sets out procedures for complying with <i>Municipal Freedom of Information and Protection of Privacy Act</i> . This policy is no longer required because content is covered under a new consolidated Corporate Privacy Policy approved by CAO in 2022.

Two Council-approved policies are recommended to be converted to administrative policies

Administrative policies typically direct staff in their day-to-day work and are approved by the Chief Administrative Officer. Table 3 summarizes Council-approved policies that would be more effectively managed as administrative policies.

**Table 3
Council-approved policies recommended to be converted to administrative policies**

Policy	Description and Rationale
Archives Policy	Information management policy governing Regional Archives program, services and collections management practices.
Corporate Purchasing Card Policy	Finance policy guiding authority, distribution and acceptable use of corporate purchasing cards, in accordance with the Procurement Bylaw. Purchasing cards are used as a simplified purchasing process that reduces administrative effort for pre-approved low dollar value purchases, and is consistent with practices in other municipalities. Council will continue to control staff’s overall purchasing abilities through the Procurement Bylaw.

5. Financial Considerations

There are no financial considerations associated with changes to these Council-approved policies.

6. Local Impact

There are no new local municipal implications associated with changes to these Council-approved policies.

7. Conclusion

The first year of Council's current term provided a timely opportunity for staff to review existing Council-approved corporate policies. To ensure these policies continue to be relevant and up to date, it is recommended 14 Council-approved policies be updated, rescinded or changed to administrative policies.

For more information on this report, please contact Colin Goodeve, Deputy Regional Clerk at 1-877-464-9675 ext. 71302. Accessible formats or communication supports are available upon request.



Approved for Submission: **Erin Mahoney**
Chief Administrative Officer

February 21, 2024
#15726355

Appendix A - Accessibility Policy
Appendix B - Advertising on YRT Vehicles and Property Policy
Appendix C - Delegation of Powers and Duties of Regional Council Policy
Appendix D - Investment Policy
Appendix E - Special Events on Regional Roads Policy
Appendix F - Transit Lost and Found Policy
Appendix G - Transit Vehicle Charters Policy
Appendix H - York Region Multi-Year Accessibility Plan Policy Framework



Accessibility Policy

Approved By: Council

Approved On: ~~October 19, 2017~~

Policy Statement

York Region is committed to meeting accessibility needs of people with disabilities in a timely and proactive manner and will use reasonable efforts to provide equitable access to Regional programs, goods, services and facilities in a way that respects a person's dignity and independence.

Application

All York Region employees, students, volunteers and agents who provide goods, services or facilities on behalf of York Region, or who help develop policies for York Region.

Purpose

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) requires York Region, as a public sector organization, to establish accessibility policies. This policy governs how York Region achieves and maintains compliance with accessibility standards of the AODA and the *Integrated Accessibility Standards*, Ontario Regulation 191/11 (IASR).

Definitions

Accessibility: Degree of ease that goods, services and facilities can be used by a person with a disability.

Accessibility Plan: A document approved by Regional Council and made available to the public that includes:

- a) The Region's strategy to identify, remove and prevent barriers to people with disabilities and meet its requirements under AODA regulations.

- b) All other information and actions required under the *Ontarians with Disabilities Act, 2001* (ODA) and AODA.

Accessibility Policy: Governs how York Region achieves and maintains accessibility requirements of the AODA and IASR.

Accessibility Standard: Minimum requirements set out in the AODA that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

Accessible Customer Service Guidelines: Provide technical guidance on how to implement requirements of the IASR *Customer Service Standards*, consistent with the Accessibility Policy. Accessible Customer Service Guidelines provide guidance on how York Region offers goods, services and facilities to people with disabilities.

Accessible Formats: Refers to formats that are an alternative to standard print and are accessible to people with disabilities. Accessible formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats usable by people with disabilities.

Agent: A third party individual or organization who deals directly with members of the public to provide a program, service or facility on behalf of York Region.

AODA: *Accessibility for Ontarians with Disabilities Act, 2005* as may be amended.

Assistive Devices: Technical aids, communication devices, or medical aids that are used to increase, maintain or improve how a person with a disability can function. An assistive device may be as simple as a pen and paper. Other examples may include, but are not limited to, wheelchairs, walkers, note taking devices, portable magnifiers, recording machines and assistive listening devices.

Barrier: Anything that prevents a person with a disability from fully participating in society because of their disability, including physical, architectural, information and communications, attitudinal, technological, policy or practice barriers.

Communication Supports: Supports that individuals with disabilities may need to access information. Communication Supports may include, but are not limited to, captioning, augmentative sound devices, plain language, sign language and other supports that facilitate effective communications.

Conventional Transportation Services: Public passenger transportation services on transit buses, motor coaches or rail-based transportation that are provided by a designated public sector transportation organization.

Designated Public Sector Transportation Organization (as defined in the IASR): Every public transportation organization in Ontario, including any municipally operated transportation services for persons with disabilities, that provides services where a fare is charged for transporting the public by operated vehicles:

- a) By, for or on behalf of the Government of Ontario, a municipality, a local board of a municipality or a transit or transportation commission or authority
- b) Under an agreement between the Government of Ontario and a person, firm, corporation, or transit or transportation commission or authority, or
- c) Under an agreement between a municipality and a person, firm, corporation or transit or transportation commission or authority

Disability (as defined in the Ontario *Human Rights Code*):

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- b) A condition of mental impairment or a developmental disability.
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

IASR: *Integrated Accessibility Standards Regulation*, Ontario Regulation 191/11 as may be amended.

Regulated Health Professional: Refers to a member of one of the following professional regulatory Colleges:

- Audiologists and Speech-Language Pathologists of Ontario
- Chiropractors of Ontario
- Nurses of Ontario
- Occupational Therapists of Ontario
- Optometrists of Ontario
- Physicians and Surgeons of Ontario
- Physiotherapists of Ontario
- Psychologists of Ontario
- Registered Psychotherapists and Registered Mental Health Therapists of Ontario

Service Animal: A service animal is a guide, hearing, or signal dog or other animal trained to assist a person with a disability. Service animals can often be easily identified by visual indicators such as the vest or harness worn by the animal. Alternatively, a service animal can be identified as one if the person provides documentation from a

Regulated Health Professional confirming that the person requires the animal for reasons relating to the person's disability.

Specialized Transportation Services: Public passenger transportation services provided by a designated public sector transportation organization designed to transport persons with disabilities.

Support Person: A person who accompanies a person with a disability to help with communication, mobility, personal care or medical needs or with access to goods, services or facilities.

Temporary Disruption: Short term planned or unplanned interruption that prevents people with disabilities from obtaining, using or benefiting from a provider's goods, services or facilities.

York Region Employee: Union and non-union employees, as well as employees of corporate entities established by Regional Council including York Region Transit Corporation, Housing York Inc. and York Telecom Network.

Description

York Region is required to have a policy governing how the organization achieves and maintains accessibility through meeting its requirements of the accessibility standards of the IASR under the AODA.

York Region achieves compliance with the AODA and IASR through the following requirements and standards.

- General Requirements
- Information and Communications Standards
- Employment Standards
- Transportation Standards
- Design of Public Spaces Standards
- Customer Service Standards

1. General Requirements

a) Accessibility Planning

York Region will establish, implement, maintain and document a multi-year accessibility plan in accordance with the AODA. The multi-year accessibility plan will outline ways York Region will prevent and remove barriers and meet AODA standards.

The multi-year accessibility plan will be:

- Reviewed and updated at least every five years

- Established, reviewed and updated in consultation with persons with disabilities through the York Region Accessibility Advisory Committee
- Approved by Regional Council

An annual status report on progress of measures taken to implement the multi-year accessibility plan will be prepared. The multi-year accessibility plan and accompanying status report will be posted to the Region's website and provided in an accessible format upon request.

b) Procurement

Where possible, Regional Departments will incorporate accessibility design, criteria and features when procuring or acquiring goods, services, and facilities. If it is not practicable to do so, staff will provide an explanation, upon request.

c) Self-Service Kiosks

Where possible, Regional Departments will incorporate accessibility features when designing, procuring or acquiring self-service kiosks. If it is not practicable to do so, staff will provide an explanation, upon request.

d) Training

All individuals to whom this policy applies will be trained in accordance with the AODA and its regulations. York Region will keep a record of training provided, including dates on which training is provided and number of individuals trained.

2. Information and Communication Standards

a) Feedback

York Region has processes for receiving and responding to feedback on how the Region provides goods, services and facilities to customers. Regional Departments will ensure these feedback processes are accessible to people with disabilities by providing or arranging for provision of accessible formats or communication supports upon request, in accordance with the Information and Communications Standards.

b) Accessible Formats and Communication Supports

Regional Departments will provide or arrange for provision of accessible formats or communication supports for people with disabilities upon request, in accordance with the Information and Communications Standards. This will be done by consulting with the person making the request, in a timely manner that accounts for the person's accessibility needs and (if original product has a cost) at a cost that is no more than the regular cost charged to other persons.

c) Website and Web Content

Internet websites and web content controlled directly by York Region or through a contractual relationship that allows for modification of the product will conform to the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG) 2.0, at Level A and AA in accordance with the schedule set out in the Information and Communications Standards.

3. Employment Standards

York Region will create an accessible work environment for all employees across the employment life cycle, according to requirements and timelines set out in the Employment Standards and existing requirements under the Ontario *Human Rights Code* to accommodate people with disabilities.

4. Transportation Standards

York Region is committed to providing accessible public transportation services through both conventional and specialized transit services, in accordance with the Transportation Standards. Some specialized services have eligibility requirements.

5. Design of Public Spaces Standards

York Region will incorporate accessibility features when building new, or making planned significant alterations to existing, Region-controlled public spaces, according to the Design of Public Spaces Standards.

6. Customer Service Standards

York Region is committed to providing excellent customer service to people of all abilities in accordance with requirements set out in the Customer Service Standards. When serving customers with disabilities, reasonable efforts shall be made to provide the same level of service given to other customers. The provision of goods, services or facilities shall be provided in a manner that respects the dignity and independence of persons with disabilities. This includes:

- Accommodating use of assistive devices, support persons, and service animals where allowed by law
- Giving notice of temporary disruptions
- Training all members of our organization on accessible customer service
- Establishing a process for receiving and responding to feedback on how we provide accessible customer service
- Providing documents in an accessible format or with communications support upon request

The Accessible Customer Service Guidelines for employees offers tips, processes and templates to best serve our customers with disabilities and meet requirements of the Customer Service Standards under the IASR.

Responsibilities

Regional Council

- Adopt policies as required under the AODA

York Region (including all Departments, Senior Management and Staff)

- Ensure all requirements of the IASR are met on an ongoing basis in accordance with the timelines set out in the regulation
- Ensure departmental policies, practices and procedures are aligned with all requirements of the IASR
- Ensure accessibility requirements related to implementation of this policy are part of the annual budget and planning processes

AODA Departmental Leads

Act as corporate coordinators for designated AODA standards and are responsible for coordinating, implementing and monitoring AODA requirements as follows:

Office of the Chief Administrative Officer

- Customer Service Standards
- Employment Standards

Corporate Services Department

- Information and Communications Standards
- Design of Public Spaces Standards

Public Works Department

- Transportation Standards

Office of the Chief Administrative Officer

- Act as corporate coordinator for the AODA
- Coordinate corporate development of policies and procedures, monitoring and reporting of compliance for all regulations under the AODA, including the General Standards under the IASR

York Region Commissioners, General Managers, Directors, Managers, Supervisors and other leadership staff

- Ensure requirements of this policy are being implemented within their departments, branches and units

Internal Staff Committee comprised of senior staff representatives from each Department

- Lead respective department in achieving compliance with the regulations under the AODA

York Region Accessibility Advisory Committee

- Advise Regional Council and York Regional Police on how to make it easier for people with disabilities to use the Region's programs and services
- Comprised of Committee members that come from different backgrounds and most members must be people with disabilities
- Review and advise Regional Council through the Committee of the Whole on accessibility (compliance) reports and the AODA and its regulations

All Regional Employees, Students, Volunteers and Agents

- Comply with this policy

Compliance

Failure to comply with the AODA Regulations can result in administrative penalties as defined in Part V: Compliance of the IASR. Employees who fail to comply with this Accessibility Policy may be subject to disciplinary action, up to and including dismissal. Agents and volunteers who fail to comply with the policy may be subject to service termination.

Reference

Legislative and other authorities

- Clause 17 of Committee of the Whole Report No. 13, approved by Regional Council October 19, 2017
- [Inclusion Charter for York Region](#)
- *AODA Integrated Accessibility Standards*, Ontario Regulation 191/11
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Ontarians with Disabilities Act, 2001*

- *Building Code Act, 1992*
- *Ontario Human Rights Code*

Contact

<u>Title</u>	<u>Lead, Accessibility</u>
<u>Branch</u>	<u>People, Equity and Culture</u>
<u>Department</u>	<u>Office of the Chief Administrative Officer</u>

Approval

Council Date: October 19, 2017	Committee Date: October 12, 2017
Council Minute Item: 144	Committee Minute Item: 17

Accessible formats or communication supports are available upon request.

#7953120



Advertising on York Region Transit Vehicles and Property Policy

Approved By: Council

Approved On: ~~May 21, 2015~~

Policy Statement

A policy to ensure commercial advertising on York Region Transit (YRT) vehicles and property comply with applicable laws and Regional policies and does not adversely affect public safety or the Region's corporate values.

Application

Applies to Regional staff responsible for managing advertisements on YRT vehicles and property.

Purpose

To ensure all advertising on YRT vehicles and property is consistent with the Canadian Code of Advertising Standards and that third-party advertising on Regional property is consistent with the Region's corporate values, image and strategic goals.

Definitions

Ad Standards: Not-for-profit Canadian advertising industry body established to create and maintain community confidence in advertising and ensure integrity and viability of advertising through industry self-regulation.

Advertiser: Entity or person wishing to purchase advertising space on YRT vehicles or property.

Advertising Space: Area on any vehicle or property where advertising may be displayed, as set out in the contract between the Contractor and the Region.

Canadian Code of Advertising Standards (Code): Sets the criteria for acceptable advertising and forms the basis upon which advertising is evaluated in response to consumer complaints and complaints between advertisers.

Certified (English) Translation: Certified translation consisting of three parts: source-language (original) text, target-language (translated) text and a certification statement. The certified translation must be signed by the translator and notarized by a Notary Public, attesting the translator or translation company representative believes target-language text to be an accurate and complete translation of source-language text.

Contractor: Entity contracted with the Region for the right to sell and display advertisements on Regional vehicles and property.

Regional Property: YRT vehicles, shelters, transit stations and other assets with advertising space as determined by the Region.

Description

Applicable Law

An advertisement must, as determined by the Region in its sole discretion, comply with all applicable legislation, regulations and bylaws in force in the Province of Ontario, including, but not limited to:

- Ontario Human Rights Code
- Canadian Charter of Rights and Freedoms
- Criminal Code of Canada
- Constitution of Canada

Criteria for Acceptance of Advertisements

1. An advertisement will be permitted on Regional property provided:
 - a) Advertisement complies with criteria set out in the Canadian Code of Advertising Standards, as amended
 - b) Advertisement does not, as determined by the Region in its sole discretion, demean, denigrate, exploit or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product, or service, or attempt to bring it or them into public contempt or ridicule
 - c) No adverse effects on public safety associated with display of the advertisement
 - d) Advertisement does not incite violence or hatred

- e) No advertisement will be accepted which the Region, as determined in its sole discretion, is of questionable taste or in any way offensive in the style, content or method of presentation.
 - f) All advertisements shall reflect a moral and reputable character, in accordance with the Canadian Code of Advertising Standards.
2. An advertisement that conveys information about a meeting, gathering or event must contain the name of sponsoring group and location, date and time of the event.
 3. An advertisement must visibly display the sponsoring group's name if it:
 - a) Promotes or opposes a specific theology or religious point of view, policy or action
 - b) Advocates or opposes any ideology or political philosophy, point of view, policy or action
 - c) Conveys information about a political party or the candidacy of any person for a political position or public office
 4. No advertisement will be accepted that promotes any tobacco, vaping or cannabis company, product, or brand promotions, including sponsorship or promotion of cultural or sporting events.
 5. For the Region to ensure all advertisements comply with this policy, requests for placement of non-English language advertisements must be accompanied by a Certified Translation (English) of advertisement content.
 6. Any advertisement that criticizes or mocks public transit as a safe and reliable form of transportation is prohibited.
 7. The Region's acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, products, services, information or viewpoints it may contain, or of the advertisement sponsor itself.
 8. When required by the Region, the advertisement must clearly display the following disclaimer: "The opinions expressed in this advertisement, or by the sponsor of this advertisement, do not in any way represent the opinions of, and are not endorsed by, the Region."

Objections by Members of the Public

1. Any person who objects to any advertisement governed by this policy may file a complaint with Ad Standards, following its prescribed process.
2. Any individual or advertiser who wishes to appeal a decision of York Region regarding application of the Canadian Code of Advertising Standards on

advertisements on YRT vehicles and transit property may file a complaint with [Ad Standards](#).

Responsibilities

Public Works Department

- [Director, Transit](#) – Has discretion if an advertisement may or may not appear on YRT property
- Manager, Communications – Works with the Contractor [to ensure this policy is adhered to when advertisements are placed on](#) Regional property
- Manager, Capital Assets, Transit – Coordinate YRT vehicles to ensure the timely installation of advertisements

Compliance

If it is determined a posted advertisement does not comply with this policy, the Region reserves the right to remove, or have the Contractor remove, the advertisement at no cost to the Region.

Contact

Title	Manager, Communications
Branch	Communications & Innovation Branch
Department	Public Works Department

Approval

Date Approved: May 21, 2015	Committee Date: May 7, 2015
Council Minute Item: 116	Committee Minute Item: 8

Accessible formats or communication supports are available upon request.

#6103817

Delegation of Powers and Duties of Regional Council Policy

Approved By: Council

Approved On: ~~December 13, 2007~~

Policy Statement

A policy to set out principles and procedures governing delegation of certain powers and duties of Regional Council, as required by the *Municipal Act, 2001* (the “Act”).

Application

Applies to Regional Council, Committees of Council and Regional staff.

Purpose

The Municipal Act, 2001 requires that all municipalities adopt and maintain a policy with respect to delegation of municipal council powers and duties. The purpose of this policy is to set out the scope of powers and duties which York Regional Council may delegate and establish principles governing such delegation.

Definitions

Administrative Powers: All matters required for effective management of the Regional Corporation and its staff.

Legislative Powers: All matters where Regional Council acts in a legislative or quasi-judicial function, including enacting by-laws, setting policies, and exercising decision making authority affecting rights or interests of individuals.

Description

Regional Council, as a duly elected municipal government, is directly accountable to its constituents for its legislative decision making and policies and its administrative functions. Regional Council’s decisions are generally expressed by bylaw or resolution

of Regional Council carried by a majority vote. The efficient management of the municipal corporation and the need to respond to issues in a timely fashion require Regional Council to entrust certain powers and duties to committees and staff while maintaining accountability.

The following principles govern the delegation by Regional Council of any of its powers, duties and functions.

1. All delegations of Regional Council's powers, duties or functions shall be effected by bylaw.
2. Regional Council may continue to exercise any power, duty or function that it has delegated.
- 2.3. Unless a power, duty, or function of Regional Council has been expressly delegated by bylaw, all powers, duties and functions of Regional Council shall remain with Regional Council.
- 3.4. A delegation of a power, duty or function under any bylaw to any member of staff includes a delegation to a person who is appointed by the Chief Administrative Officer or selected from time to time by the delegate to act in the capacity of the delegate in the delegate's absence.
- 4.5. Subject to section 4, a person to whom a power, duty or function has been delegated shall have no authority to further delegate to another person any power, duty or function that has been delegated, unless such sub-delegation is expressly permitted.
- 5.6. Regional Council may delegate Legislative Powers to staff where they are minor in nature or where Regional Council has explicitly provided for terms and conditions under which the powers shall be exercised and shall take into account the limitations set out in the Act.
- 6.7. Regional Council may delegate Administrative Powers to staff, subject to this policy and any terms and conditions set out in the delegation, and shall take into account the limitations set out in the Act.
- ~~7.8. Council has expressly authorized the delegation of those matters to those entities and individuals listed in Schedule "A" subject to the terms set out in the applicable authorizing report or by law.~~

Responsibilities

The Chief Administrative Officer has responsibility for overseeing this policy. Notwithstanding that, responsibilities will be carried out as follows:

All Staff and Committees of Council

- When exercising delegated authority on behalf of the Region, adhere to this policy and any terms and conditions imposed on the delegated authority.

Department Heads, Commissioners and Chief Administrative Officer

- Ensure the exercise of delegated authority on behalf of the Region adheres to this policy and any terms and conditions imposed on the delegated authority.

Compliance

Failure to comply with this policy is a violation of authority vested in staff and is subject to appropriate disciplinary action by the Department Head, Chief Administrative Officer and/or Regional Council up to and including dismissal.

Reference

- Municipal Act, 2001, S.O. 2001, c. 25, s. 270(1)
- Municipal Act, 2001, S.O. 2001, c. 25, s. 23.1 – 23.6

Contact

Title	Regional Solicitor and General Counsel
Branch	Regional Solicitor's Office
Department	Legal and Court Services Department

Approval

Council Date: December 13, 2007	Committee Date: November 29, 2007
Council Minute Item: 185	Committee Minute Item: 14

Accessible formats or communication supports are available upon request.



Investment Policy

Approved By: Council

Approved On: ~~October 22, 2020~~

Policy Statement

A required policy under Ontario Regulation 438/97 governing use and management of surplus funds and investments, including those being managed on behalf of External Clients.

Application

All Regional employees who are responsible for the control, administration and reporting of investments managed by the Corporation.

Purpose

This policy establishes objectives, standards of care, eligible investments, reporting requirements and responsibilities for the prudent management of surplus funds and investments, including those managed, where applicable, on behalf of external clients.

Definitions

~~**Approved Entity:** Move Ontario Trust and any municipality incorporated in the Province of Ontario.~~

Asset Backed Securities: Fixed income securities (other than a government security) issued by a Special Purpose Entity, ~~substantially all of the assets of which consist of Qualifying Assets.~~

CHUMS Financing Corporation (CHUMS): A subsidiary of the Municipal Finance Officers Association of Ontario (MFOA), which in conjunction with the Local Authority Services Limited, operates the ONE Investment Program.

Corporation: The Regional Municipality of York and its local boards and Municipal Service Corporations.

Credit Risk: Risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Diversification: A process of investing assets among a range of security types by class, sector, maturity, and quality rating.

Duration: A measure of the timing of cash flows, such as interest payments and principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

External Client: Any municipality in the province of Ontario, including their Subsidiaries, that has been approved by Council.

Forward Rate Agreement (FRA): A contract with a qualified financial institution (e.g., bank) that allows an investor to fix a rate of interest to be received on an investment for a specified term beginning at a specified future date.

FTSE Indices: Indices tabulated by FTSE TMX Global Capital Markets (formally PC Bond/DEX Analytics) a business unit of the Financial Times Stock Exchange and a subsidiary of the London Stock Exchange Group, a leading provider of fixed income performance benchmarks and databases in Canada and globally.

Interest Rate Risk: The risk associated with declines or rises in interest rates that cause an investment in a fixed-income security to increase or decrease in value.

Investment-grade Obligations: An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated “BBB” or higher by a rating agency.

Investment Industry Regulatory Organization of Canada (IIROC): A non-profit, national self-regulatory organization established through the merger of the Investment Dealers Association of Canada (IDA) and Market Regulation Services Inc. (RS) on June 1, 2008. IIROC oversees all investment dealers and trading activity on debt and equity markets in Canada. The organization sets regulatory and investment industry standards and has quasi-judicial powers in that it holds enforcement hearings and has the power to suspend, fine and expel members and registered representatives, such as advisors.

Investment Officer: An employee who is authorized to make or execute investment decisions on behalf of the Region.

Liquidity: A measure of an asset’s convertibility to cash.

Local Authorities Service Limited (LAS): A subsidiary of the Association of Municipalities of Ontario ('AMO') which in conjunction with CHUMS operates the ONE Investment Program.

Mark to Market: Price or value of a security, portfolio, or account that reflects the market value as at a particular date.

Market Risk: Risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value: Current market price of a security.

Maturity: Date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity".

ONE Investment Program: A professionally managed group of investment funds composed of pooled investments that meet eligibility criteria as defined by regulations under the *Municipal Act*.

Prudent Person Rule: An investment standard outlining the fiduciary responsibilities relating to the investment practices of public fund investors.

Safekeeping: Holding of securities by a qualified financial institution (e.g. bank) on behalf of the investor.

Schedule I banks: Schedule I banks are domestic banks and are authorized under the *Bank Act* to accept deposits, which may be eligible for deposit insurance provided by the Canadian Deposit Insurance Corporation.

Schedule II banks: Schedule II banks are foreign bank subsidiaries authorized under the *Bank Act* to accept deposits, which may be eligible for deposit insurance provided by the Canada Deposit and Insurance Corporation. Foreign bank subsidiaries are controlled by eligible foreign institutions.

Schedule III banks: Schedule III banks are foreign bank branches of foreign institutions that have been authorized under the *Bank Act* to do banking business in Canada. These branches have certain restrictions.

Sinking Fund: Securities and/or deposits accumulated on a regular basis in a separate safekeeping and/or bank account that will be used to redeem debt securities at maturity.

Summary of Investment Procedures: A document developed and maintained by the Treasury Office that summarizes specific duties and procedures relating to the operation of the investment program.

Supranational: An agency sponsored by either a single or group of highly rated foreign banks or governments that will issue debt to fund loans in developing countries or large infrastructure projects. Supranational institutions may be owned or guaranteed by a consortium of national governments and their debt is typically rated "AA" or higher.

Weighted Average Maturity (WAM): Average maturity of all the securities that comprise a portfolio.

Description

1. Objectives of the Corporation's Investment Program

The primary objectives of the investment program, in priority order, shall be:

- a) Adherence to statutory requirements
- b) Preservation of capital
- c) Maintaining liquidity
- d) Earning a competitive rate of return

a) Adherence to Statutory Requirements

All investment activities shall be governed by the *Municipal Act* as amended. Investments, unless limited further by Council, will be those deemed eligible under Ontario Regulation 438/97 as amended.

b) Preservation of Capital

Safety of principal is an important objective of the investment program. Investments shall be undertaken in a manner that seeks to minimize the risk to capital in the overall portfolio. Staff shall endeavor to mitigate credit and interest rate risk as follows:

Credit Risk:

- Limiting investments to safer types of securities
- Pre-qualifying financial institutions, broker/dealers, intermediaries, and advisers with which the Corporation does business. This pre-qualification process may include verification of these institutions good standing with the Investment Industry Regulatory Organization of Canada (IIROC) or equivalent entity or other means established by the Director, Treasury Office
- Diversifying the investment portfolio so that potential losses on individual securities will be minimized
- Setting dollar limits on the size of portfolio investments in asset sectors (fixed income and equities) and in individual credit names

Interest Rate Risk:

- Structuring the investment portfolio so that securities mature to meet ongoing cash flow requirements, thereby reducing the need to sell securities on the open market prior to maturity
- Investing operating funds primarily in shorter-term securities or approved liquid investment pools
- Diversifying longer-term holdings to mitigate effects of interest rate volatility
- Use of Forward Rate Agreements when appropriate
- Investing in shares or equities of Canadian corporations through the ONE Investment Program

c) Maintaining Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements and limit temporary borrowing requirements. This shall be done where possible by structuring the portfolio such that securities mature concurrent with anticipated cash demands.

Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets. A portion of the portfolio may be placed in local government investment pools (e.g., ONE Investment Program) which offer liquidity for short-term funds.

d) Competitive Rate of Return

Without compromising other objectives, the Corporation shall maximize the rate of return earned on its portfolio by implementing a dynamic investment strategy as part of its investment program. Trends in macro-economic variables will be monitored including interest rates, inflation, and foreign exchange rates, as affected through the political arena and international developments and perceptions.

Diversification, and ensuring safety of principal by limiting exposure to credit, sector or term risks, also provides opportunities to enhance the investment returns of the Corporation's portfolio by means of prudent and timely adjustments to asset mix.

2. Standard of Care

a) Prudence

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Investment Officers ~~and employees~~ exercising due diligence and acting in accordance with written procedures and this *Investment Policy* shall be relieved of personal responsibility for an individual security's credit risks or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidation or the sale of securities are carried out in accordance with the terms of the *Investment Policy*.

b) Ethics and Conflicts of Interest

- ~~Investment Officers and employees~~ involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. ~~Employees and~~ Investment Officers shall disclose any conflict of interest with respect to a financial institution with which they conduct business, including any personal financial/investment positions that could be related to the performance of the investment portfolio.
- Investment Officers ~~and employees~~ shall not undertake personal investment transactions with the same individual with whom business is conducted on behalf of the Corporation. Investment Officers must agree in writing to abide by these conditions and the conflict-of-interest guidelines that are set out in the Region's Code of Conduct.

c) Delegation of Authority

The Commissioner of Finance and Treasurer will have overall responsibility for the prudent investment of the Corporation's portfolio. The Director of the Treasury Office (the "Director") will be responsible and have authority for the implementation of the investment program and establishment of investment procedures consistent with the *Investment Policy*. Such procedures shall include the explicit delegation of authority needed by staff to complete investment transactions. No person may engage in an investment transaction except as provided under the terms of this *Investment Policy*.

The Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate employees and Investment Officers and shall exercise control over them. The Director may

delegate responsibility for the day-to-day management of the portfolio to subordinate Investment Officers subject to parameters as set by the Director.

d) Competitive Selection of Investment Instruments

All securities' purchases/sales will be transacted through a competitive process only with financial institutions approved by the Commissioner of Finance and Treasurer or the Director of the Treasury Office. The Corporation will accept the offer which (a) has the highest rate of return within the maturity required; and (b) optimizes the investment objectives of the overall portfolio. When selling a security, the Corporation will select the bid that generates the highest sale price or the transaction which will yield the best return for the portfolio. If there is a tie bid between one or more dealers, the Corporation will award the winning bid to the dealer who provided the winning bid firsts-on-a-rotating-basis.

It will be the responsibility of authorized employees and Investment Officers involved with each purchase/sale to produce and retain written records of each transaction including the name of the financial institutions solicited (at least 2 dealers), quoted or interpolated rate, description of the security, investment selected, and any special considerations that had an impact on the decision. If the lowest priced security (highest yield) was not selected for purchase, an explanation describing the rationale shall be included in this record.

3. External Investment Clients

Where the Region has undertaken to manage investment portfolios on behalf of an external client account as allowed under Section 420(1) of the *Municipal Act* and in conformity with Section 25(3) of the *Securities Act*, it will do so on the following basis:

- a) The investment objectives, authorized investments, reporting requirements, and term and sector limits will be in accordance with the external client's investment policy.
- b) Each and all portfolios managed will be held separate from the Region's own investment portfolios. The rate of return of the portfolio will reflect the earnings of the investments held only in that portfolio.
- c) Each engagement will be subject to a mutually agreed and signed agreement.
- d) Prior to the engagement, the following process will be undertaken:
 - i) Review client needs, expectations and risk tolerances
 - ii) Establish term limits and approved credit exposures
 - iii) Agree on a list of eligible investments
 - iv) Establish appropriate goals and benchmarks

- v) Prepare and finalize the agreement
- e) The agreement will set out:
 - i) Duties and roles of both parties
 - ii) Management expense fee
 - iii) Reporting and portfolio review requirements

4. Suitable and Authorized Investments

4.1 The following Canadian Dollar investments are authorized for the purposes of this *Investment Policy* within the limitations set out in Investment Parameters (Section 5) and Appendix 1.

- a) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by:
 - 1) Canada or a province or territory of Canada
 - 2) An agency of Canada or a province or territory of Canada
 - 3) A country other than Canada
 - 4) A municipality in Canada including The Regional Municipality of York
 - 5) The Ontario Infrastructure and Lands Corporation
 - 6) A school board or similar entity in Canada (money must be used for school purposes)
 - 7) A post-secondary educational institution
 - 8) The board of governors of a college of applied arts and technology of Ontario
 - 9) A local board as defined in the *Municipal Affairs Act* or a conservation authority
 - 10) A board of a public hospital
 - 11) A non-profit housing corporation
 - 12) A local housing corporation
 - 13) The Municipal Finance Authority of British Columbia
 - 14) The International Bank for Reconstruction and Development
 - 15) A supranational financial institution or a supranational governmental organization
 - 16) Asset-backed securities, with a minimum credit rating of “AAA”
 - 17) A corporation that is incorporated under the laws of Canada or a province of Canada with a maturity of not more than 5 years provided it has a minimum credit rating of “A-”

- b) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by a:
 - i) Bank listed in Schedule I, II or III to the *Bank Act* (Canada)
 - ii) Loan corporation or trust, or
 - iii) Credit union or league
 - ~~iv) The Province of Ontario Savings Office~~
- c) Negotiable promissory notes or commercial paper, other than asset-backed securities, maturing one year or less from date of issue, if that note or commercial paper has been issued by a corporation that is incorporated under the laws of Canada or a province of Canada.
- d) Bonds, debentures, promissory notes, other evidence of indebtedness or securities of a corporation if the Corporation first acquires the bond, debenture, promissory note or other evidence of indebtedness as a gift in a will and the gift is not made for a charitable purpose (can only be held for 90 days).
- e) Bonds, debentures, promissory notes or other evidence of indebtedness issued by a corporation that is incorporated under the laws of Canada or a province in Canada, terms of which provide that the principal and interest shall be fully repaid more than five years after the date the Corporation makes the investment provided that the investment is done through the ONE Investment Program.
- f) Shares of a corporation if:
 - i) The corporation has a debt payable to the Regional Municipality of York
 - ii) Under a court order, the corporation has received protection from its creditors
 - iii) The acquisition of the shares in lieu of the debt is authorized by the court order, and
 - iv) The Commissioner of Finance and Treasurer is of the opinion that the debt will be uncollectible by the Region unless the debt is converted to shares under the court order
- g) Shares issued by a corporation that is incorporated under the laws of Canada or a province of Canada, provided that the investment is done through the ONE Investment Program.

4.2 The following United States dollar investments are authorized for the purposes of this *Investment Policy* within the limitations set out in the Investment Parameters (Section 5) and Appendix 1.

- i) Bonds, debentures, promissory notes or other evidence of indebtedness issued or guaranteed by bank listed in Schedule I to the *Bank Act* (Canada)

5. Investment Parameters

Fixed income investments shall be diversified by:

- a) Diversifying investments to avoid over-concentration in securities from a specific issuer or sector (excluding Government of Canada securities),
- b) Limiting investment in securities to those that have higher credit ratings,
- c) Investing in securities with varying maturities, and
- d) Investing in mainly liquid, marketable securities which have an active secondary market, to ensure that appropriate liquidity is maintained to meet ongoing obligations.

To promote diversification of the Corporation's investment portfolio, percentage weightings for class and type of securities shall be established and maintained.

Column "d" of Appendix 1 sets out maximum allowable exposure for each classification of security as a percentage of the total portfolio. Column "e" of Appendix 1 sets out the maximum allowable exposure for each specific issuer in a security class as a percentage of the total portfolio. Column "f" of Appendix 1 sets out the maximum term limit for each investment class and issuer.

The Corporation shall adopt weighted average maturity limitations consistent with investment objectives. The Corporation shall also hold sufficient funds in short term investment instruments to maintain adequate liquidity.

Appendix 2 sets out minimum and maximum term exposures to ensure liquidity requirements are maintained. The Corporation shall sell an investment within 30 to 90 days if that investment's rating falls below the standard as set out in Appendix 1. However, the investment could be held for a longer period if a plan has been developed for its disposal, including expected timelines for selling the investment and the plan has been approved by the Commissioner of Finance and Treasurer or his/her designate.

6. Reporting Requirements

a) Allocation of Investment Income

Allocation of investment earnings from General Fund Portfolios will be allocated monthly to the appropriate reserve, deferred revenue or other account of the Corporation as set out in Appendix 3. The rate of return credited will take into consideration the length of time that investments will be held for the purposes of that account.

b) Reports to Council

The Commissioner of Finance and Treasurer shall submit an investment report for Council at least annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last year. This management summary will be prepared in a manner which will allow Council to ascertain whether investment activities during the reporting period have conformed to the *Investment Policy*. The investment report will include the following:

- Listing of individual securities held at the end of the reporting period
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Public Sector Accounting Board (PSAB) requirements)
- Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks
- Listing of investment by maturity date
- Percentage of the total portfolio which each type of investment represents
- A statement about the performance of the investment portfolio during the period covered by the report
- An estimated ratio of the total long-term and short-term securities compared to the total investments and a description of the change, if any, in that estimated proportion since the previous year's report
- A statement by the Commissioner of Finance and Treasurer as to whether or not, in their opinion, all investments were made in accordance with the investment policies and goals adopted by the Corporation
- If an investment made by the Corporation is in the opinion of the Commissioner of Finance and Treasurer not consistent with the *Investment Policy*, the inconsistency shall be reported to Council within 30 days (or the next earliest opportunity) after becoming aware of it
- A record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security; If the Corporation has any existing forward rate agreements in a fiscal year, the Commissioner of Finance and Treasurer shall prepare and present to Council once in that fiscal year, or more frequently if Council so desires, a detailed report on all of those agreements, which will contain:

- A statement about the status of the forward rate agreements during the period of the report, including a comparison of the expected and actual results of using the agreements
- A statement by the Commissioner of Finance and Treasurer indicating whether, in their opinion, all of the forward rate agreements entered during the period of the report are consistent with the Corporation's statement of policies and goals relating to the use of forward rate agreements
- Such other information that Council may require or that, in the opinion of the Commissioner of Finance and Treasurer, should be included

c) Performance Benchmarks

It is anticipated that the investment portfolio will earn an average rate of return that is at least commensurate with the investment risk constraints and cash flow needs of the Corporation. Therefore, the actual rate of return earned on the portfolio will be regularly compared to performance benchmarks that have been previously established.

The benchmark(s) may vary from time to time as determined by the Director and approved by the Commissioner of Finance and Treasurer to be comparable to the composition and average term of the current holdings of the investment portfolio. The performance of the General Portfolio will be compared using two sets of performance benchmarks – an index-based benchmark and a managed portfolio benchmark.

The index benchmark will be based on a proportional blend of applicable components of the following indices:

- FTSE Canadian Money Market Index
- FTSE Canadian Short-Term Bond Index
- FTSE Canadian Medium-Term Bond Index
- FTSE Canadian All Government Long-Term Bond Index, and
- TSE Canadian Equity Index

The managed portfolio benchmark will be based on a proportional blend of rate of returns earned by the following funds:

- ONE Investment Program Money Market Fund
- ONE Investment Program Bond Fund
- ONE Investment Program Canadian Corporate Bond Fund, and
- ONE Investment Program Equity Fund

d) Marking to Market

The market value of the investment portfolio shall be calculated monthly or more frequently if determined necessary by the Director of the Treasury Office.

7. Safekeeping and Custody

All securities shall be held for safekeeping by a financial institution approved by the Corporation. Individual accounts shall be maintained for each portfolio. All securities shall be held in the name of the Corporation.

The depository shall issue a safekeeping receipt to the Corporation listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will also provide reports which list all securities held for the Corporation, the book value of holdings and the market value as of month-end.

8. Securities Lending

The Corporation may engage in the practice of securities lending as provided in Section 418 of the *Municipal Act* to enable the corporation to increase its return on its custodial portfolio by lending certain assets to recognized borrowers for a fee.

9. Forward Rate Agreements

The Corporation may enter into Forward Rate Agreements (FRAs). FRAs may only be used to reduce the risk of future interest rate changes associated with known cash inflows and will be subject to the conditions set out in Appendix 2.

The FRA must specify:

- Forward amount, which is the principal on which the interest rate is based upon
- Settlement date
- Forward interest rate
- Reference rate of interest
- Schedule of approximate payments/cost to or by the Corporation should the reference rate and the forward rate differ

A report analyzing risks and return profile of the transaction, risk exposure to the Corporation without the FRA and specific risk control measures must be approved by the Commissioner of Finance or Treasurer prior to entering into an FRA.

Responsibilities

Commissioner of Finance and Treasurer and/or the Director, Treasury Office:

- Develops and maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Corporation's investments, including those managed on behalf of external clients, if applicable, are properly managed and adequately protected.
- Ensures that the summary of Investment Procedures remains up to date and accessible to all employees and Investment Officers.
- Enters into arrangements with banks, investment dealers and brokers, and other financial institutions for the purchase, sale, redemption, issuance, transfer and safekeeping of securities.
- Determines rate of return to be allocated to accounts based on Appendix 3 and the portion of any deferred revenue, reserve or reserve fund deemed to be investable for the long-term.
- Will delegate responsibilities and functions of the Treasury Office to employees and Investment Officers in a manner that would delineate between front, back office and a potential risk management committee. The duties performed by the trading desk and back office will be clearly segregated to maintain the integrity of the financial records. The function of executing and confirming trades will be separated from employees or Investment Officers directly responsible for the trade.
- May delegate all or part of the day-to-day management of investments to an investment officer (e.g., Manager, Investment and Cash Management).
- Ensures that a review of the investment portfolio is performed daily to verify its compliance with the sector and credit exposure limitations set out in Appendix 1 by the appropriate employees or Investment Officer within the Investment and Cash Management Division.
- Ensures that any investment that becomes inconsistent with this *Investment Policy* will be disposed of within 180 days.
- Ensures that credit rating of securities held in the investment portfolio are being monitored regularly by appropriate employees or Investment Officer within the Investment and Cash Management Division and any material negative changes are communicated in a timely manner to the Director, Treasury Office and the Director, Controllership Office, or their designates.

- Executes and signs documents on behalf of the Corporation and performs all other related acts in the day-to-day operation of the investment and cash management program.
- Ensures all reporting requirements identified within this *Investment Policy* are met.
- May temporarily authorize an amendment to the Term Limits shown in Appendix 2 should an operational need arise.

Commissioner of Finance and Treasurer and/or Director, Controllershship Office:

- Obtains adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the Corporation's financial assets.

Reference

Section 418 of *Municipal Act*

Section 420 of the *Municipal Act*

Section 25 of the *Securities Act*

Ontario Regulation 438/97

Contact

Title	Director, Treasury Office
Branch	Treasury Office
Department	Finance Department

Approval

Council Date: October 22, 2020	Committee Date: October 8, 2020
Council Minute Item: G-1	Committee Minute Item: 1.2.1

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Accessible formats or communication supports are available upon request.

Appendix 1 – Authorized Investments and Sector Limitations

Sectors	Minimum Credit Rating	Money Market Rating	Sector/Credit Exposure Limitation ¹ (maximum)		Sector Term Limitation (Maximum)
			Portfolio Limit	Individual Limit	
(a)	(b)	(c)	(d)	(e)	(f)
Federal²					
Canada	N/A		100%	.	50 years
Federal Guarantees	N/A		50%	10%	50 years
Other Countries²					
10. Government	AAA		20%	10%	20 years
11. Government	AA (L)		10%	5%	10 years
Other Countries Total			20%		
Provincial²					
	AA	R1 mid	75%	35%	40 years
	A		25%	15%	30 years
	BBB		10%	5%	10 years
Provincial Total			80%		
Municipal					
Region of York ³	N/A		25%	25%	None
Other Municipalities ⁴	AAA		35%	5%	40 years
	AA		25%	5%	40 years
	A		10%	2%	40 years
	Not rated		5%	2%	10 years

¹ exposure % limitations to be applied to the par value of the total portfolio

² includes guarantees

³ includes advances to area municipalities

⁴ Infrastructure Ontario & BCMFA, School Boards, Local Boards & Conservation.

⁵ Investment in these securities is contingent upon the Region maintaining a credit rating at or above AA (L)

⁶ Maximum 25% beyond 5 years

⁷ Including High Interest Savings Account

⁸ United States dollar investments are limited to no more than 1% exposure limit

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Applied Arts, Housing Corp, Education & Hospitals	AA(L)		25%	5%	10 years
Municipal Total			35%		
. Asset Backed⁵	AAA	R1 high	20%	5%	10 years
. Banks					
Schedule I Banks	A-	R1 mid	50%	25%	10 years ⁶
Schedule II Banks	A-	R1 mid	20%	10%	5 years
Schedule III Banks	A-	R1 mid	10%	3%	5 years
Banks Total			50%		
Corporate					
Corporate debt ⁵	A-	R1 mid	25%	5%	5 years
	A-		15%	3%	5 years
Corporate Total			30%		
Supranational					
International Bank for Reconstruction and Development ⁱ	AAA		10%	10%	30years
Other governmental or financial institutions	AAA		15%	10%	30 years
Supranational Total			20%		
ONE Investment					
Money Market ⁷	n/a		10%	n/a	
Bond Fund	n/a		10%	n/a	
Equity/Shares	n/a		10%	n/a	
Corporate Debt	A		10%	n/a	> 5 year
ONE Total			25%		
Other					
Loan or trust corporation, credit union, Province of Ontario Saving Bank	AA(L)		20%	5%	10 years

Appendix 2 – Portfolio Term Limitations¹

Term Limitation	Percentage	
	Minimum	Maximum
Less than 90 days	5%*	100%
Less than 1 year	10%	100%
From 1 year up to, but not including 5 years	0%	85%
From 5 years up to, but not including 10 years	0%	60%
From 10 years up to 50 years	0%	30%

Note: to include known cash receipts due within 90 days

Other Restrictions:

- 1) Term is limited to an individual maximum term of 50 years for certain securities and the weighted average term shall not exceed 10 years for the general portfolio.
- 2) Investments for terms in excess of 1 year are restricted subject to investments specified and the credit rating limitation set out on Appendix 1.
- 3) Forward Rate Agreements (FRAs) may only be executed with Schedule I, II or III Banks whose credit rating is as permitted by provincial regulation. The term of any FRA must be less than 1 year and not more than 25% of previous year's cash receipts.

¹ Term % limitations to be applied to the total amortized book value of the General Fund Portfolio.

Appendix 3 – Allocation of Investment Income

The method for allocating interest to accounts with surplus balances will reflect the term characteristics of that account.

The rate structure will be based on a three-tier system as follows:

1. Short-term rate – the lower of either the rate of return realized from the short-term money market portion of the General Fund portfolio, including cash held on deposit with financial institutions or the long-term rate as determined by the Commissioner of Finance and Treasurer and/or Director, Treasury Office.
2. Mid-term rate – a rate of return less than, or equal to, the long-term rate, as determined by the Commissioner of Finance and/or Director, Treasury Office
3. Long-term rate – rate of return realized from all long-term and any residual income not accounted for in the short and mid-term rate calculation above.

The short-term rate will be applied to the following accounts:

1. All deferred revenue accounts
2. The following corporate reserves:
 - Dental
 - ~~— Payroll Transfer~~
 - Extended Health
 - ~~— Pandemic Management and Recovery~~
 - ~~— Vacation Pay~~
3. The following specific reserves:
 - Fuel Cost Stabilization
 - Hospital Financing
 - Transit
 - ~~Federal Gas Tax~~ Canada Community Building Fund
 - Provincial Gas Tax
 - Road Capital
 - ~~— Infrastructure Reserve Police~~
 - ~~— Court Services~~
- 2.4. Funds held on behalf of other organizations

The long-term rate will be applied to the following accounts:

1. Water - Capital Replacement
2. Sewer - Capital Replacement
3. Facilities Rehabilitation and Replacement
4. Roads Rehabilitation and Replacement
5. Region Owned Housing
6. Transit Vehicle Replacement
7. Tax Levy Development Reserve
8. Rate Supported Development Reserve
9. Rapid Transit Reserve
- 6-10. Any portion of a deferred revenue account, a reserve or reserve fund that maintains a consistent average outstanding balance that, at the discretion of the Commissioner of Finance and/or Director, Treasury Office, is deemed to be investable for the long term.

The mid-term rate will be applied to all other reserve and reserve funds.

Special Events on Regional Roads Policy

Approved By: Council

Approved On: ~~August 19, 1994~~

Policy Statement

A policy relating to permits for special events on Regional roads.

Application

Applies to Regional staff responsible for approving and processing permits for special events on Regional roads.

Purpose

This purpose of this policy is to provide criteria for approval of permits for special events on Regional roads.

Definitions

Special Event: An event occurring on York Regional roads at a specific location and time (e.g., parades, sporting events, festivals).

Description

A special event permit gives permission to restrict use of vehicles on Regional roads if local access for residents and emergency vehicles is maintained during the event.

Requirements

The Commissioner of Public Works is authorized to approve use of Regional roads for special events, subject to compliance with the following requirements:

- Approval for the event must be granted by the local municipality prior to permit approval by the Region
- Event organizer must provide advance notification to residents and businesses fronting the impacted road
- Events are encouraged to be scheduled during off-peak traffic periods. Weekday peak period hours are 6:30 a.m. to 10 a.m. and 2 p.m. to 7:30 p.m.
- A traffic management plan must be implemented in accordance with this policy as described below and provided at no cost to the Region
- Plans for adequate security and/or traffic control to be provided by the event organizer

Special event activity that has the potential to cause damage and/or harm to properties, persons, etc., are not permitted.

Application Criteria

Applicants must complete the [online permit application form](#) and must provide:

- Valid certificate of insurance for duration of permitted event [to the satisfaction of the Commissioner of Finance or delegate](#)
- Security deposit to cover any expenses posted with the Region [to the satisfaction of the Commissioner of Finance or delegate](#)
- Traffic management plan in accordance with the Ontario Traffic Manual Book 7 to protect the occupied zone during the event on the road allowance
- Fee payment [in accordance with the Region's Fees and Charges for Services and Activities Bylaw, which provides for major \(impeding traffic flow\), and minor \(off road\) events](#)

Fees and security deposit may be waived for charitable and non-profit groups and all levels of government.

Responsibilities

Public Works Department:

- [Commissioner of Public Works or delegate is granted authority to approve permits in accordance with this policy and include terms and conditions in the interest of public safety and property](#)

Finance Department:

- [Reviews and approves certificate of insurance](#)
- [Receives and documents security deposits for special events](#)

Compliance

Failure to comply with this policy is grounds for the Region to revoke approval of the Special Event and deny approval of future events requested by the applicant.

Reference

- [Special Event Permit Application and process](#)
- [Fees and Charges for Services and Activities Bylaw](#)

Contact

<u>Title</u>	<u>Manager, Corridor Control and Safety</u>
<u>Branch</u>	<u>Roads, Traffic & Fleet</u>
<u>Department</u>	<u>Public Works</u>

Approval

Council Date: September 8, 1994	Committee Date: August 31, 1994
Council Minute Item: 259	Committee Minute Item: 4

Accessible formats or communication supports are available upon request.

#80545



Transit Lost and Found Policy

Approved By: Council

Approved On: September 18, 2008

Policy Statement

A policy to manage lost and found items on York Region Transit (YRT) buses and facilities.

Application

Applies to all YRT employees and contractors involved with lost or found items on YRT buses and at facilities.

Purpose

This policy outlines requirements and responsibilities for YRT employees and its contractors for items lost and found on YRT buses and at YRT facilities.

Definitions

Lost and Found Articles: Currency in any legally recognized form, prescription medication, cards issued by financial institutions, government-issued identification, electronic devices, eyeglasses, musical instruments, tools, jewelry, cell phones, and any other item deemed of value. Not included are perishable items, contents of lunch boxes, beverages, thermoses, bottled or canned goods, illegal drugs as defined by the *Controlled Drug and Substances Act*, and weapons of any type as defined by the *Criminal Code of Canada*.

Description

YRT, its employees and contractors are not responsible for the personal property of its customers that may be brought onto or left within YRT's jurisdiction. Where a customer

reports the loss of personal property, YRT, its employees and contractors will endeavour to locate and return such property.

Weapons or illegal drugs will be immediately turned over to local police or a transit special constable.

YRT will take possession of unclaimed lost and found articles from its contractors after 30 days to donate, recycle, sell or dispose of as described in this policy.

Claims

The original owner may reclaim their property during the 30-day holding period by attending the applicable Lost and Found Office as outlined below, presenting a government-issued identification and signing the Lost and Found Tag.

Should the original owner be unable to attend the Lost and Found Office, the owner must submit, in writing, a request to the following address that the article be mailed to the owner at the owner's expense and risk:

York Region Transit - Lost and Found
55 Orlando Avenue
Richmond Hill, ON L4B 0B4

Unclaimed Articles

Unclaimed articles will be donated, recycled, sold or disposed of as appropriate. This will be done under the direction of the Director of Transit Operations or their appointed designated after asserting legal ownership.

Currency that cannot be returned will be held by YRT's Transit Enforcement and Security section for a period of 30 days from the date it was turned over to YRT. On the 31st day, the Region will assert legal ownership of the currency and it will be given to the YRT Revenue Management Supervisor or their delegate to be deposited in a designated account.

Responsibilities

YRT Operating Contractors

- Maintain a lost and found service from which lost articles may be reclaimed by the general public at the applicable YRT operations, maintenance and storage facility. Hours of operation will be Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Respond to requests to retrieve lost articles within one business day. All lost articles must be kept in an access-controlled, secured area and must be properly tagged with a Lost and Found Tag.

- When an employee comes into possession of a lost article, they must complete the approved lost article form, and affix a Lost and Found Tag, and turn it over to the lost and found area. Those in charge of the lost and found service will then complete a Registry of Lost and Found Articles form and take appropriate steps to ensure the article is secured in a locked facility.
- Turn over all lost articles as defined in this policy to YRT's Enforcement and Security Section on the 31st day of taking possession of the lost article.

YRT Staff:

- [Post information on yrt.ca about how people can submit or claim lost and found items.](#)
- [Audit the contractor's compliance with this policy, as set out in the Performance-Based Contract, by attending a contractor's facility to inspect/audit the lost and found storage facility and records.](#)
- [Items found at transit stops, stations, or terminals are to be turned into the YRT Enforcement and Security Section at 55 Orlando Avenue, Richmond Hill. Alternatively, items may be turned into any YRT office, where attempts will be made to notify the owner.](#)
- [Complete a lost and found form for each item for record-keeping.](#)
- Attempt to donate all unclaimed lost articles to a charitable organization.
- Funds earned by the sale of items will be donated to York Region's United Way campaign and/or other Region-supported charitable organizations.
- Advise customers reporting lost articles to contact the appropriate contractor responsible for operation of the bus route in which the article was thought to be lost.
- Lost articles, including currency, found on the YRT system are declared "found property" as soon as the article is registered at the contractor's lost and found office, or at YRT's office located at 55 Orlando Avenue in Richmond Hill. Articles will be held for a period of 30 days from the date the lost article is registered.

Reference

Legislative and other authorities

- [Criminal Code of Canada](#)
- [Controlled Drug and Substances Act](#)

Council approval

- Council Report, [Report 6, Clause 2 of the Transit Committee adopted by Regional Council on September 18, 2008](#)
- Replaces [Report 2, Clause 2 of the Transit Committee adopted by Regional Council on February 19, 2004](#)

Contact

<u>Title</u>	<u>Manager, Transit Enforcement and Security</u>
<u>Branch</u>	<u>York Region Transit</u>
<u>Department</u>	<u>Public Works</u>

Approval

Council Date: September 18, 2008	Committee Date: September 11, 2008
Council Minute Item: 125	Committee Minute Item: 2

Accessible formats or communication supports are available upon request.

#1041772



Transit Vehicle Charter Policy

Approved By: Council

Approved On: January 25, 2007

Policy Statement

A policy outlining use of York Region Transit (YRT) vehicles for non-scheduled services.

Application

Applies to members of the public, private and public organizations including regional departments, local municipalities, non-profit community groups, and publicly funded school boards who wish to charter a YRT bus.

Purpose

Establishes guidelines and standards for the use of YRT buses chartered by the public outside of their normal scheduled services.

Definitions

Charter: Bus specifically hired to transport a group of people to a chosen destination.

Non-profit Organization: Associations, clubs or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit.

Consumer Price Index (CPI): As computed by Statistics Canada for Ontario for all costs including fuel.

Description

York Region Transit (YRT) allows private and public organizations to charter conventional, Viva and specialized transit vehicles throughout the Region. YRT primarily

operates charter services within York Region boundaries and can accommodate requests to operate outside of these boundaries provided the start and/or end location is within the Region.

~~A special discount rate is offered to Regional departments, local municipalities in York Region, and registered non-profit groups, including School Boards. The rates charged for these buses are as follows:~~

-	York Region Transit Conventional Service	York Region Transit Mobility Plus Service
Regular Charter Rate	\$115 per bus per hour	\$115 per bus per hour
Discount Charter Rate (for Regional Departments, Local Municipalities in York Region and Registered Non-Profit Community Groups, including School Boards)	\$90 per bus per hour	\$90 per bus per hour

Responsibilities

Applicant:

- Required to complete a YRT Customer Bus Charter Request Form no less than ~~5~~ ten business days prior to the charter date.
- Obligated to pay the cost of the charter as set out in the YRT Customer Bus Charter Request Form. This includes travel time to and from the contractor's garage. A minimum three-hour charge will be applied for each chartered vehicle, as set out in YRT operations and maintenance contracts.
- Responsible to pay the minimum three-hour charge for any cancellations made less than 48 hours prior to the charter date/time.

York Region Transit (YRT):

- Determine bus availability and cost for YRT charters. Provision of charter services is subject to vehicle availability.
- Administer program and deliver charter services for conventional, Viva and specialized vehicles. Charters are scheduled during weekday peak periods at YRT's discretion. These weekday peak period hours are 6:30 a.m. to 10 a.m. and 2 p.m. to 7:30 p.m.

- Adjust hourly charter rates annually on May 1, based on terms of YRT's performance-based operations and maintenance contracts, Consumer Price Index and Greater Toronto Hamilton Area (GTHA) charter raters. Charter rates are set out in the YRT Customer Bus Charter Request Form.

Compliance

Non-compliance with this policy may result in inability for staff to schedule charter or refusal of charter.

Reference

- [YRT Customer Bus Charter Request Form](#)

Contact

<u>Title</u>	<u>Manager, Bus Operations</u>
<u>Branch</u>	<u>York Region Transit</u>
<u>Department</u>	<u>Public Works</u>

Approval

Council Date: <u>January 25, 2007</u>	Committee Date: <u>January 18, 2007</u>
Council Minute Item: <u>24</u>	Committee Minute Item: <u>2</u>

Accessible formats or communication supports are available upon request.

#2067665

York Region Multi-Year Accessibility Plan Policy Framework

Approved By: Council

Approved On: ~~June 27, 2013~~

Policy Statement

A policy regarding the York Region Multi-Year Accessibility Plan Policy Framework.

Application

Applies to all York Region Departments.

Purpose

The purpose of this policy is to implement the requirements under the Accessibility for Ontarians with Disabilities Act (AODA) listed in the Multi-Year Accessibility Plan (MYAP) within the required timeframe and to:

- Create an accessible York Region by setting policies and monitoring their implementation across the organization
- Support the goals of the Region's strategic vision
- Link accessibility planning with the Regional budget and business planning cycle

Definitions

Accessibility Report: Under Section 86.1 of the Integrated Accessibility Standards, Ontario Regulation (IASR) under the AODA, York Region and York Regional Police are required to complete and submit the Province's Accessibility Report. The report is filed on a scheduled basis with the Province of Ontario through the on-line Accessibility Compliance Reporting Program.

Accessibility Standard: A rule that persons and organizations must follow to identify, remove and prevent barriers to accessibility.

Corporate AODA Lead: The [Office of the Chief Administrative Officer](#) is responsible for the corporate coordination of the actions taken to implement the AODA requirements. This includes the development of MYAP, policies, processes, monitoring and reporting.

Departmental Leads: The Departmental Leads act as corporate coordinators for designated standards under the AODA and are responsible for development, coordination, implementation and monitoring of the AODA requirements as follows:

[Office of the Chief Administrative Officer](#)

- [Customer Service Standards](#)
- [Employment Standards](#)

[Corporate Services Department](#)

- [Information and Communications Standards](#)
- [Design of Public Spaces Standards](#)

[Public Works Department](#)

- [Transportation Standards](#)

[York Regional Police](#)

- [All obligated accessibility standards](#)

Disability (as defined in the Ontario Human Rights Code):

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- b) A condition of mental impairment or a developmental disability.
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language.
- d) A mental disorder, or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*

Multi-Year Accessibility Plan (MYAP): A document approved by Regional Council and made available to the public that includes:

- a) the Region's strategy to identify, remove and prevent barriers to people with disabilities and meet its requirements under the enacted regulations of the AODA
- b) all other information and actions required under the *Ontarians with Disabilities Act, 2001* (ODA) and AODA

Status Report: Under Section 4 (3) of the IASR, York Region is required to prepare and post an annual Status Report on progress of measures taken to implement the multi-year accessibility plan strategy.

York Region Accessibility Advisory Committee (YRAAC): Advises the Region on the requirements and implementation of the accessibility standards under the AODA.

Description

The Multi-Year Accessibility Plan Policy Framework will support York Region's strategic direction and priorities. Creating a community that is inclusive and accessible for everyone will link with the goals set out in the Regional strategies and policies, including Vision, Strategic Plan, Accessibility Policy, [Inclusion Charter for York Region](#), Departmental Plans and Budgets.

MYAP will outline York Region's long-term strategy to improve accessibility within Regional programs, goods, services and facilities through the implementation of the AODA requirements. It will include an overall work plan with key deliverables and timelines.

The MYAP Policy Framework sets policy direction for the development, monitoring, review and update of the MYAP. The actions of the MYAP will be organized under AODA accessibility standards.

The Framework will meet the legislated accessibility planning requirements of both the ODA and the AODA.

Accessibility planning, including policy development and implementation, will be led by [People, Equity and Culture Branch in the Office of the Chief Administrative Officer](#) (Corporate AODA Lead), Departmental Leads and [Diversity and Inclusion Staff Committee](#). YRAAC continues to play a key advising role in accessibility planning.

MYAP will be developed, reviewed and updated in consultation with persons with disabilities and an accessibility advisory committee, as required under the IASR. York Region will collect feedback from people with disabilities and YRAAC through public meetings, focus groups, social media and an on-line survey when developing, reviewing and updating MYAP.

The Region will monitor and evaluate MYAP to ensure compliance with IASR, support of Regional strategies and to measure organizational change. York Region will review and update the multi-year accessibility plan at least once every five years; prepare an annual status report on the progress of measures taken to implement MYAP actions; complete and submit the Province's Accessibility Report.

Responsibilities

Office of the Chief Administrative Officer (Corporate AODA Lead)

- Lead corporate actions taken to implement AODA requirements in York Region and monitor and report compliance to the Province
- Collect departmental actions and draft MYAP
- Conduct consultations with York Region Accessibility Advisory Committee and people with disabilities on the development, review and update of MYAP
- Obtain Regional Council Approval of MYAP
- Develop and implement an assessment tool to measure the effectiveness of the organization's implementation activities
- Support Departmental Leads and the **Diversity and Inclusion** Staff Committee during policy development and implementation phases
- Review and update MYAP
- Collect information and draft annual status reports
- Report to Regional Council on the review and update of MYAP and annual status updates

Departmental Leads

- Review and update MYAP work plan
- Determine cost to implement requirements
- Coordinate and monitor timely implementation of the Policy Development Phase of MYAP actions through review and update of the Region's by-laws, policies, programs, practices, services and facilities
- Identify and engage technical subject experts to advise on implementation of MYAP actions, when necessary
- Ensure MYAP actions support corporate goals and strategies
- Develop communication plans to promote education and raise awareness
- Provide updates for the review and update of MYAP and annual status reports
- Contribute to compliance reporting requirements, as required

Diversity and Inclusion Staff Committee

- Consider AODA requirements and compliance dates when developing departmental budgets and strategic plans
- Promote organizational change within each department by applying actions taken by Departmental Leads to departmental processes/practices
- Monitor and report back during MYAP review and update through the assessment tool on how departmental policies/practices supported requirements within the plan
- Offer strategic policy advice and direction to the **Office of the Chief Administrative Officer** and Departmental Leads on development, implementation and monitoring of MYAP

Regional Council

- Review and approve York Region's MYAP

Senior Management

- Provide strategic direction and advice on linkages to corporate goals and strategies

York Region Accessibility Advisory Committee (YRAAC)

- Advise Council on the Region's implementation of accessibility standards under the AODA

Compliance

Failure to comply with AODA regulations can result in administrative penalties as defined in Part V: Compliance of the IASR. Employees who fail to comply with this policy may be subject to disciplinary action.

Reference

Legislative and other authorities

- Clause 1 of Community and Health Services Committee Report No. 5, authorized by Regional Council on June 27, 2013
- Ontario *Human Rights Code*
- *Ontarians with Disabilities Act, 2001*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Integrated Accessibility Standards, Ontario Regulation 191/11* made under the *Accessibility for Ontarians with Disabilities Act, 2005*
- Vision
- Strategic Plan
- Accessibility Policy
- Multi-Year Accessibility Plan Policy Framework
- Multi-Year Accessibility Plan

Contact

<u>Title</u>	<u>Lead, Accessibility</u>
<u>Branch</u>	<u>People, Equity and Culture Branch</u>
<u>Department</u>	<u>Office of the Chief Administrative Officer</u>

Approval

Council Date: June 27, 2013	Committee Date: June 13, 2013
Council Minute Item: 100	Committee Minute Item: 4

Accessible formats or communication supports are available upon request.

#5153407
