



# THE CORPORATION OF THE CITY OF VAUGHAN

## CORPORATE POLICY

**POLICY TITLE:** CORPORATE POLICY DEVELOPMENT

**POLICY NO.:** 03.C.01

<b>Section:</b>	Administration & Legal		
<b>Effective Date:</b>	February 21, 2018	<b>Date of Last Review:</b>	Click or tap to enter a date.
<b>Approval Authority:</b>	<b>Policy Owner:</b>		
Council	DCM, Administrative Services & City Solicitor		

<b>POLICY STATEMENT</b>
A strong policy framework supports the City’s commitment to accountability, transparency and effective governance by clearly defining the City’s governance practices and ensuring that policies will be made transparent to the public.
<b>PURPOSE</b>
To establish a framework for the development and approval of corporate Policies and Procedures for the City of Vaughan.
The City of Vaughan will operate a standardized system of developing, recording, approving, distributing and maintaining Policies and Procedures.
<b>SCOPE</b>
This policy applies to all corporate Policies and Procedures of the City approved by Council or Administration.
<b>LEGISLATIVE REQUIREMENTS</b>
1) <i>Municipal Act, 2001, S.O. 2001, c. 25, as amended.</i>
<b>DEFINITIONS</b>
1) <b>Administrative Policy:</b> A Policy that focuses primarily on the internal operations and processes of the municipality, and to execute on delegated authority granted by Council. An Administrative Policy directs staff by setting operational duties and expectations and guiding the administration’s decision-making processes.

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- 2) **Approval Authority:** As stated in each Policy, being either Council or the Administration (by the City Manager).
- 3) **Council Policy:** A Policy that sets overall direction for staff, set standards of performance in programs and services, defines a City position on public issues, and that generally has greater external focus on the community or is otherwise required by legislation are to be approved by Council.
- 4) **Policy:** A document that sets the overall governance framework on certain City matters and is either approved by Council or the City Manager.
- 5) **Policy Committee:** The internal staff Committee, chaired by the City Clerk and comprised of members of the Senior Leadership Team – Executive and/or Senior Leadership Team, responsible for reviewing proposed Policies/Procedures or their amendments.
- 6) **Policy Manual:** An electronic consolidation of City of Vaughan Policies and Procedures maintained by the Office of the City Clerk.
- 7) **Policy Owner:** A member of the City’s Senior Leadership Team – Executive who assumes responsibility for a specific Policy or Procedure or their revision activity.
- 8) **Procedures:** Administrative guidelines that set out the steps to be followed to implement and achieve the desired outcome of the Policy.

## **POLICY**

### **1) GUIDING PRINCIPLES**

- a) City of Vaughan policies will be:
  - i) Presented in a common format in the Corporate Policy and Procedure templates, adhering to the principles and expectations outlined in the “Guidelines Governing Policies and Procedures” (PRC.11);
  - ii) Formally approved by the appropriate Approval Authority after review and approval by the Policy Committee;
  - iii) Kept current with operational and organizational frameworks;
  - iv) Linked electronically to Procedures for implementing the Policy; and
  - v) Maintained centrally and accessible to all interested parties.

**2) APPROVAL AUTHORITIES**

a) Council Policies

Council is the Approval Authority for all Policies that meet the definition of Council Policy as set out above. A Council Policy may focus on one or more of the following elements:

i) Community

- (1) Supports the establishment and functioning of community groups, activities and programs;
- (2) Enhances a supportive community creating equity for residents;
- (3) Formulates useful partnerships benefitting the community;
- (4) Governs the actions of the public within municipally-owned facilities, buildings or property;
- (5) Provides programs, activities and events that enhance communities and neighborhoods; and
- (6) Supports the achievement of citizen's desires for the community's future.

ii) Financial & Fiscal Responsibility

- (1) Budget approval and amendment;
- (2) Establishes principles and authority for the procurement of goods and services for the City;
- (3) Upholds financial integrity of the municipality through decision-making and monitoring;

iii) Legislative and Regulatory Requirements

- (1) Meets certain legislative requirements as required.

iv) Council Relations

- (1) Guides interaction between the Members of Council and staff;

(2) Provides guidelines for Members of Council pertaining to their role as an elected official.

v) Delegation of Authority

(1) Provide guidance related to the scope of powers and duties that Council may delegate certain authority to staff and establish principles governing such delegations.

vi) Strategic Practice

(1) Provides high-level direction pertaining to:

(a) Corporate programs;

(b) Corporate service levels, objectives, goals and priorities; and

(c) The accountability and transparency of the operations of the municipality.

b) Administrative Policies

The City Manager as the head of the Administration is the Approval Authority for all Policies that meet the definition of Administrative Policy as set out above. This authority may be delegated by the City Manager to another senior administrator. An Administrative Policy may focus on one or more of the following elements:

i) Finance & Fiscal Responsibility

(1) Guides the exercise of financial/budgetary control within delegated authority.

ii) Legislative and Regulatory Requirements

(1) Guides actions necessary to carry out legislated responsibilities and ensure corporate compliance.

iii) Staff and Representatives of the City

(1) Defines clear administrative practices;

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(2) Guides behaviour of staff, contractors and consultants in executing City initiatives and projects;

(3) Standardizes corporate operational duties/expectations of staff performance; and

(4) Addresses matters required for the management of the corporation.

iv) Strategic Practice

(1) Governs how the Administration carries out Council's direction;

(2) Governs how the corporation will carry out day-to-day operations;

(3) Supports administrative direction exclusive of interpretation or discretionary judgment; and

(4) Supports practical implementation and administration of programs or activities.

**3) PROCEDURES**

a) Procedures are approved administratively by the City Manager after receiving approval at Policy Committee and do not require Council approval.

b) Development and revision of supporting Procedures are the responsibility of the Policy Owner as identified in the Policy and are subject to the approval process in accordance with this Policy.

**4) ACCESSIBILITY**

a) Once approved, Policies and Procedures will be posted in the Policy Manual and will be maintained by the Office of the City Clerk.

**5) REVIEW AND AMENDMENTS**

a) Policies will be reviewed at least once every five years.

b) Where a Policy has a supporting Procedure associated with it, the Procedure will be reviewed at the same time as the parent Policy.

c) The City Manager, or their designate, may make minor administrative amendments to any Council Policies that do not alter the purpose or scope of

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the Policy, such as providing minor wording changes to provide for greater clarification.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	5 Years <small>If other, specify here</small>	<b>Next Review Date:</b>	February 21, 2023
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<b>Related Policy(ies):</b>	03.C.02 – Delegation of Powers & Duties
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<b>Related By-Law(s):</b>	033-2018, 012-2013
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<b>Procedural Document:</b>	PRC.11 – Guidelines Governing Policies and Procedures
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**Revision History**

<b>Date:</b>	<b>Description:</b>
21-Feb-18	Approved at Council. Report No. 8 Item No. 2
28-Nov-19	Minor administrative update.