



Council Policy

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| Number: | <i>To be assigned by Office of the Clerk once approved</i> |
| Title: | Policy Development Framework |
| Owner: | Office of Clerk |
| Approved By: | Council |
| Approval Date: | <i>[insert the date policy approved by Council]</i> |
| Effective Date: | <i>[insert the date the policy is effective, which could be the same as the Approval Date – Refer to the Council Resolution]</i> |
| Last Revision Date: | <i>[insert the date the policy was revised. If it is a new policy insert date of approval]</i> |
| Review Date: | every 5 years |
| Status (New/Revised): | New (see Appendix "B") |

Purpose:

This policy establishes a framework for the development and approval of policies and procedures for the City of Richmond Hill.

Background:

The City implements policies and procedures that guide or determine the actions of Council and staff in the operations of the municipality. Some policies are specifically required by Provincial Legislation, while others are implemented to address opportunities and/or challenges in the municipality.

Policy Statement / Principles:

The City of Richmond Hill is committed to being accountable and transparent in its actions on behalf of the community. The City achieves this by having appropriate policies and procedures in place that guide the actions of Council and staff in the day-to-day operations of the municipality.

Definitions:

The definitions applicable to the Policy Development Framework are included in Appendix "A".

Scope:

The Policy Development Framework applies to all Council Policies, Administrative Policies, and Procedures of the City.

The Policy Development Framework does not apply to policies and procedures developed and implemented by Statutory Officers, such as the Chief Building Official, Fire Chief and City Clerk, who are obligated to develop and implement policies and procedures in the furtherance of their responsibilities under various provincial legislation, such as the *Building Code Act, 1992*, *Fire Protection and Prevention Act, 1997*. and the *Municipal Elections Act, 1996*.

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Policy:

1. All Policies

In developing Policies, the City will ensure that they:

- Address a specific issue, problem or opportunity;
- Align, where appropriate, with Council approved strategies and plans;
- Give clear direction;
- Are easy to understand;
- Are written in plain and inclusive language;
- Provide broad guidance;
- Can be implemented;
- Are enforceable;
- Avoid including procedures to implement the policy;
- Define to whom the policy applies; and
- Have a regular review date, which generally will be within a five (5) year period.

2. Council Policies

A policy is a Council Policy if:

- Council is required by Provincial Legislation to adopt a policy on the subject matter (for example, the policies required by Section 270 of the *Municipal Act*);
- The potential impacts to residents and businesses are considerable;
- The reputation of the municipality could be negatively impacted;
- The implementation can be reasonably expected to have financial consequences; and/or
- The Policy applies to the budgets, actions, conduct or work of Members of Council.

3. Administrative Policies

A Policy is an Administrative Policy if it:

- Is primarily operational (as determined by the City Manager);
- Relates to Information Technology;
- Relates to Human Resources (except for the entering into a collective agreement, can be reasonably expected to have financial consequences, or that apply to a Member of Council);
- Generally only impact staff (including Council Support Staff);
- Has financial obligations attached to it and funding for those obligations are already approved in the City's Budget;

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- Has been determined by Council that the policy is an Administrative Policy; and/or
- Is a subordinate policy to an approved Council Policy that specifically contemplates the development and approval of subordinate policies.

4. Procedures

Procedures provide prescribed courses of action that reflect the operational standards required to implement the related policy, by-law or legislation. While Policies provide high level directions that guide an approach to a particular issue or decision-making process, procedures describe the resources, processes, and other related matters (the 'how') to accomplish the Policy's direction, or the by-law or legislative requirement. Procedures generally apply corporately to ensure consistency in the way policies are implemented.

5. Standard Operating Procedures

Standard Operating Procedures (SOP's) relate to the administration of services offered by a particular Department or Division and may apply to multiple business units. SOP's may be developed to provide additional direction in implementation of corporate policies and procedures (e.g. Street Tree Removal, Urban Forestry Natural Environment and Horticulture), but a corporate policy or procedure is not required for a Department or Division to create an SOP.

6. Policy and Procedure Development

The need for policies and procedures are identified in numerous ways. For example, changes in provincial legislation, technology, community expectations, or Council approved plans and priorities, may result in the need to develop or amend policies and procedures. When the need for a policy or procedure is identified, Staff are expected to collaborate with other appropriate Staff and stakeholders in the development of the draft policy and/or procedures.

Because the potential impacts of a draft policy or procedure can significantly vary, no set process to review draft Policies and Procedures is prescribed. Each draft Policy or Procedure will be reviewed prior to approval as determined by a Commissioner (in consultation with the City Manager, as appropriate).

7. Policy and Procedure Approvals

Council Policies are approved by Council unless Council has specifically delegated the authority to Staff.

Administrative Policies are approved by the City Manager, unless approval has been specifically delegated to other Staff. (Council hereby deems, as may be required by the Act, Administrative Policies to be minor in nature.)

Procedures are approved by the Commissioner or Director (if deemed appropriate by the Commissioner) unless approval has been specifically delegated in the Policy or Procedure to other Staff.

Standard Operating Procedures are approved by Directors.

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Roles and Responsibilities

1. Council

Council is responsible for:

- Approving all Council Policies unless the approval of a particular policy has been delegated to Staff.

2. City Manager

The City Manager is responsible for:

- Determining whether a proposed policy is a Council Policy or Administrative Policy;
- Approving Administrative Policies, unless approval of a particular policy delegated to other Staff.

3. Commissioners

A Commissioner is responsible for:

- Approving Procedures (other than Standard Operating Procedures and Procedures not connected to any Council Policy or Administrative Policy), unless delegated to other Staff;
- Determining within their own Department the approval process for Standard Operating Procedures and Procedures not connected to any Council Policy or Administrative Policy;
- Ensuring that their Directors are reviewing Policies and Procedures according to their review dates.

4. Clerk

The Clerk is responsible for:

- Implementing and interpreting the Policy Development Framework;
- Providing guidance and assistance to departments in the development, review and updating of Administrative and Council Policies and procedures (not including Standard Operating Procedures);
- Maintaining a library of Council Policies and Administrative Policies. The library may include, where appropriate as determined by the Clerk, Procedures connected to Council Policies and Administrative Policies (SOP's are not maintained in the Library);
- Notifying Commissioners and Directors of review dates for Council Policies and Administrative Policies;
- Making, without Council approval, administrative amendments to approved Council Policies to address administrative changes, such as department, division and personnel changes;
- Amending the review date for Council Policies and Administrative Policies when a Director has advised that no changes are required;

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- Facilitating the publishing of Council Policies and Administrative Policies on the City's website when appropriate to do so;
- Creating and maintaining Policy and Procedure templates.

5. Directors

Directors are responsible for:

- Ensuring that staff are complying with the Policy Development Framework in the development of Policies and Procedures, and that proposed Policies and Procedures comply with Section 1 of the framework;
- Ensuring that the Office of the Clerk is notified of new Policies and Procedures (other than Standard Operating Procedures), and/or changes to existing policies and procedures;
- Ensuring that the Office of the Clerk is notified of any administrative amendments required for policies to address administrative changes (e.g. department, division and personnel changes);
- Approving Standard Operating Procedures;
- Ensuring that Policies and Procedures are reviewed according to their review dates, and notifying the Office of the Clerk of the outcome of the Review (i.e. if changes are required or not, and the next review date, etc.)

6. Staff

Staff are responsible for:

- Researching, consulting with interested parties, and drafting policies and procedures for review and obtaining approval as appropriate
- Development and implementation of policies and procedures.

Related Documents

- *Municipal Act, 2001*

Appendix “A”

Definitions

The following definitions apply to the City of Richmond Hill Policy Framework:

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| "Act" | means the <i>Municipal Act, 2001</i> , S.O. 2001, c.25, as amended. |
| "Administrative Policy" | means a policy that based on the factors in Section 3 of this Policy, are approved by the City Manager (unless the City Manager has specifically delegated approval authority to other Staff). |
| "City Manager" | means the person appointed Chief Administrative Officer of the City pursuant to Section 229 of the Act, or their designate |
| "Clerk" | means the person appointed Clerk of the City pursuant to Section 228 of the Act, or their designate. |
| "Commissioner" | means a person appointed as Department Head of a City Department, or their designate. |
| "Council" | means the Council of the Corporation of the City of Richmond Hill. |
| "Council Policy" | means a policy that based on the factors in Section 2 of this framework, are approved by Council unless Council has specifically delegated approval authority to the City Manager or other Staff. |
| "Director" | means the person appointed to lead a Division within a City Department |
| "Inclusive Language" | means words and expressions that are not perceived by the reader to be sexist, racist, or otherwise biased or prejudice toward any person or group, and as may be further defined over time. |
| "Staff" | means any and all full-time and part-time persons hired by the City of Richmond Hill including the City Manager, Commissioners, Directors, Managers, Supervisors, Salaried Staffs' Association Staff, members of C.U.P.E. Local 905, members of the Richmond Hill Professional Fire Fighters Association, Local 1957, Administrative Staff, contract and temporary employees, students, secondments, and co-op placement Staff. This also includes Contractors retained by the City to provide services or perform work on behalf of the City. |

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Appendix “B”
Revision & Review Table

| Date | Status (new, no changes required, amended, repealed, administrative changes applied) | Approved or Reviewed By (Title) |
|---------------------------|--|---|
| [Insert date of approval] | | |
| [Insert date of Review] | | |
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