

<b>Policy Title:</b>	Administration of Corporate Policies
<b>Category:</b>	Administrative
<b>Policy Number &amp; Version:</b>	2025-01-01
<b>Policy Owner:</b>	Corporate Administration / Legislative Services
<b>Posting Location:</b>	External / Internal

### 1. Purpose:

The purpose of this Policy is to ensure that City's policies and procedures are developed, approved and amended in a consistent manner, with appropriate consultation and accountability for Policy Owners.

### 2. Scope:

This policy applies to policies, procedures and programs under the jurisdiction of the City of Vernon, but does not apply to Departmental Policies.

### 3. Definitions and Interpretation:

#### a. Definitions

**“Administrative Policy”** means a City policy that provides directions to City staff on strategic, operational and organizational matters under the authority of the Chief Administrative Officer. Administrative Policies outline requirements that City staff must adhere to in performing their duties and generally assist staff to operate within applicable legislation and corporate objectives.

**“Chief Administrative Officer (CAO)”** means the person appointed by Council pursuant to Section 147 of the *Community Charter* as the Chief Administrative Officer.

**“City Personnel”** means any employee, official, officer or other representative of the City and includes any designate, deputy, or anyone else properly authorized in writing or by Council resolution to act in that person's position.

**“Corporate Policies”** include Administrative Policies, Council Policies and Divisional Policies.

**“Council Policy”** means a City policy within Council's jurisdiction that is approved by Council. Council Policies include:

- (i) policies that provide direction internally and/or externally on matters that may directly affect businesses and members of the public, including programs and services delivered by the City;
- (ii) policies that articulate the City's position on an issue of significant public interest; and
- (iii) policies that govern the conduct of Council, its engagement with municipal committees, commissions and other levels of government, and ceremonial and public relation activities.

**“Division”** refers to any of the specialized administrative branch of the City that is responsible for managing specific City functions or services.

**“Divisional Policy”** means a City policy, procedure or standard operating procedure developed by a single division and applicable only to that division, approved by the Division Director, and which does not have any material City-wide application.

**“Minor Amendment”** means an amendment to a policy that does not materially change the policy’s purpose, applicability, scope or policy statements, including but not limited to minor edits or additions to existing policy language, typographical edits and clarifications.

**“Policy Management Procedures”** means a document system established and maintained by Legislative Services that outlines the specific process and steps to be taken in the development, amendment and rescission of corporate policies, from start to finish, including appropriate policy templates, approval forms, retention and electronic file structure.

**“Policy Owner”** means the Division with primary expertise and accountability for the subject matter of a policy that is responsible for the development, maintenance and review of the policy.

**“Procedure”** means a policy support document or form that operationalizes a policy by providing instructions to staff on the required implementation of the policy. Procedures generally set out mandatory actions or decisions that support the achievement of policy outcomes.

b. Interpretation

n/a

**4. Procedures / Process:**

a. Developing or Amending Policies

i. Initiation of New Council Policies or Amendments

Council may identify an issue, objective or priority and direct City Personnel to develop a new Council Policy, or review and amend an existing Council Policy. This is proposed through the Report to Council process with a resolution to action.

ii. Initiation of New Administrative Policies or Amendments

The CAO or Division Director may identify an issue, objective or priority and direct City Personnel to develop a new Administrative Policy, or review and amend an existing Administrative Policy. This is proposed by submittal to the CAO through Legislative Services to action.

### iii. Initiation of New Divisional Policies or Amendments

The Division Director may identify an issue, objective or priority and direct Divisional Personnel to develop a new Divisional Policy, or review and amend an existing Divisional Policy. The new policy or change in policy is actioned by the Division. All support for the development, amendment, tracking or reporting of Divisional policies will be the responsibility of the Division.

### iv. Policy Owner Responsibilities

The Policy Owner will have overall responsibility for the policy development process, including:

- a) identifying the policy goals and requirements;
- b) researching, developing and drafting the policy using an approved template;
- c) understanding and aligning of regulatory and legislative requirements for the policy;
- d) consulting with key stakeholders during development to ensure a comprehensive draft;
- e) obtaining approval from all Divisions materially impacted by the policy;
- f) developing a policy implementation plan, including training and educational support;
- g) ensuring policy approval is obtained in accordance with this Policy;
- h) developing methods for monitoring and enforcing policy compliance; and
- i) completing periodic review and maintenance of policies with support from Legislative Services.

### v. Legislative Services Responsibilities

Legislative Services will support the Policy Owner throughout the development or amendment of Council and Administrative policies to ensure a consistent process is followed, including:

- a) establish and maintain a Policy Management Procedure to aid Policy Owners in the development and maintenance of policies;
- b) tracking the development and review of policies and providing overall administration of the Policy Management Procedures to support the Policy Owner;
- c) initiating periodic review and maintenance of policies in accordance with the requirements described in this Policy;
- d) providing feedback to the Policy Owner on the structure, formatting, language and other editorial aspects of draft policies prior to their presentation for approval;
- e) maintaining an accessible directory of all City policies and publishing new policies to such directory; and
- f) providing updates to the CAO on the status of Administrative Policies at minimum every two years or as otherwise requested.

vi. Legal Review

The Policy Owner, with direction from the Division Director, is responsible for determining if new policies and policy amendments require legal review prior to submitting them for approval.

b. Approval of Policies

i. Determining the Policy Category

Legislative Services, in consultation with the Policy Owner and Legal Counsel (if required), will be responsible for determining whether a policy is classified as a Council Policy or an Administrative Policy. Where a policy is not clearly within one policy category, and Legal Counsel has not been consulted, it will default to a Council Policy.

Where an existing policy is categorized as an Administrative Policy, but was originally approved by City Council, any amendments to that policy will require the approval of Council. This could include Council, by resolution, designating it an Administrative Policy moving forward.

ii. Policy Approval and Recession Authority

All new policies, amendments to existing policies and policy rescissions must be recommended and approved by the designated authorities indicated below:

Policy Category	Policy Authority
Council Policy	Recommended by Policy Owner, Division Director and CAO  Approved by City Council
Administrative Policy	Recommended by Policy Owner, Division Director  Approved by the CAO
Divisional Policy	Approved by Division Director

iii. Minor Amendment Approval Authority

Approval of Minor Amendments for Council Policies may be obtained from the CAO and for Administrative Policies from the Policy Owner's Director.

Legislative Services, in consultation with the Policy Owner and Legal (if required), will be responsible for determining whether a policy change is a Minor Amendment.

c. Policy Procedures (Program)

Policy Owners may choose to develop Procedures (Program) where a need is identified relating to the implementation and/or administration of a policy.

Procedures for Divisional policies will be developed by the Policy Owner and approved by the Policy Owner's Director.

Procedures for Council and Administrative policies will be developed by the Policy Owner with the support of Legislative Services in accordance with the Policy Management Procedures. These procedures may not be used to amend a policy or change the intent of the policy. The Policy Owner must submit the draft Procedure (Program) to Legislative Services for review prior to seeking approval for distribution. Procedures (Program) for a Council Policy must be approved by the CAO and for an Administrative Policy, the Policy Owner's Director.

d. Review and Maintenance of Council and Administrative Policies

i. Formal Policy Reviews

Legislative Services will initiate a formal review of all current Council policies with the applicable Policy Owners at minimum once every four years, with the exception of any Council Policies where Council has designated an alternative review period.

Policy Owners, with support from Legislative Services, will be primarily responsible for carrying out policy reviews and utilizing the Policy Management Procedures to implement any required policy amendments. Amendments resulting from a policy review must be approved in accordance with the provisions of Section 4.b.

ii. Ad Hoc Policy Reviews

Ad hoc policy reviews, outside of the formal review process described in Section 4.d(i), may be required in certain circumstances, including as a result of a legislative change or pursuant to a direction from Council or Director. Such reviews will be the responsibility of the Policy Owner with support from Legislative Services.

iii. Memorandum to Council

During each Council term, Legislative Services will submit a memorandum to Council outlining all current Council Policies and any anticipated policy review work identified by applicable Policy Owners for each policy (such as no change, minor amendments, major amendments, or rescission). Council will be provided access to all active Council Policies as specified within the Policy Management Procedures.

e. Conflicts between Policies

If there is any inconsistency or conflict between policies, then the order of priority between policies from highest to lowest, with Council Policies having the highest priority, is as follows:

- (i) Council Policies;
- (ii) Administrative Policies; and
- (iii) Divisional Policies.

Legislation and/or Bylaws have priority over Corporate Policies.

f. Posting Locations

Legislative Services will post a reference copy of approved Council and Administrative policies on the City's website and Intranet, subject to the following:

- For Council Policies, all policies will be disclosed publicly unless Council expressly directs otherwise.
- For Administrative Policies, if a Policy Owner considers that a policy should not be disclosed publicly due to the confidential or sensitive nature of the subject matter, or if the policy is not required as a public resource, Legislative Services and the Policy Owner will determine if it will be posted on the website.

**5. Policy History (Created / Amended / Rescinded:**

<b>Version:</b>	<b>Approved by:</b>	<b>Date:</b>
	<u>Name/Title / signature</u>	