

**The Corporation of The City of Quinte West
By-Law Number 24-042**

Being A By-law To Adopt A Corporate Policy Development Policy For The City Of Quinte West.

Whereas Section 224.d. of the Municipal Act, 2001 states that it is the role of Council, to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality; and

Whereas Section 227 of the Municipal Act, 2001 states that it is the role of the officers and employees of the municipality to implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and

Whereas Section 270(1) of the Municipal Act, 2001 further states that a municipality shall adopt and maintain policies concerning the following matters:


- Its sale and other disposition of land.
- It's hiring of employees.
- Its procurement of goods and services.
- The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.
- The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
- The delegation of its powers and duties, and

Whereas a Corporate Policy Development Policy has been developed to support these legislative requirements, and Council passed a resolution at the March 20, 2024 Regular Council Meeting to approve the policy, accordingly;

Now Therefore The Council For The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. This By-law shall be entitled the "**Corporate Policy Development Policy By-Law**".
2. That the Corporate Policy Development Policy, as set out in Schedule 'A' attached hereto, is hereby adopted for the City of Quinte West.
3. This By-law shall take effect upon the final passing thereof.

Read A First, Second And Third Time And Finally Passed This 3rd Day Of April, 2024.



Jim Harrison, Mayor



Louise Smith, Deputy City Clerk



Policy Title: Corporate Policy Development

Policy Number: A09-POLICY-0001

Policy Type: Council Policy
Policy Owner (Department, Contact): Corporate Services, City Clerk
Approval Authority: Council

Administration			
Effective Date:	2024-04-03	Last Review Date:	2024-04-03
Related Policy(ies):			
Related By-Law(s):	By-Law 24-042 - Adopt Corporate Policy Development Policy		
Procedural Document:	A09-PROCEDURE-0001		

1. Policy Statement

The City of Quinte West is committed to openness and transparency. A robust policy framework supports this commitment to accountability, transparency, and effective governance by clearly defining the City’s governance practices and ensuring that policies are made transparent and accessible to the public.

2. Purpose

2.1. General

This policy establishes a framework for developing and approving corporate policies and procedures for the City of Quinte West. The City of Quinte West will operate a standardized system of creating, recording, approving, distributing and maintaining policies and procedures.

2.2. Legislative Requirements

Section 224.d. of the Municipal Act, 2001 states that it is the role of Council,

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

“To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality.”

Section 227 of the Municipal Act, 2001 states that it is the role of the officers and employees of the municipality to implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions.

Section 270(1) of the Municipal Act, 2001 further states that a municipality shall adopt and maintain policies concerning the following matters:

1. Its sale and other disposition of land.
2. It's hiring of employees.
3. Its procurement of goods and services.
4. The circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.
5. The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.
6. The delegation of its powers and duties.

This Policy has been developed to support these legislative requirements.

3. Scope

This Policy applies to all City of Quinte West corporate policies and procedures approved by Council or the administrative head of the organization.

4. Definitions

4.1. Administrative Head:

The administrative head of the organization is the Chief Administrative Officer (CAO).

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

- 4.2. **Council:**
The Council of the Corporation of the City of Quinte West.

- 4.3. **Council Policies:**
Policies that set overall direction for administrative staff, set standards of performance, define a city position on public issues, have an external focus on the community or are required by provincial legislation. Due to the higher level and external orientation of these policies, these policies are approved by Council.

- 4.4. **Administrative Policies:**
Policies focused primarily on the internal operations and processes of the municipality. These policies direct staff by setting operational duties and expectations and guiding the administration’s decision-making processes and are approved by the CAO.

- 4.5. **Policy Manual:**
An electronic consolidation of City of Quinte West policies maintained by Legislative Services available online or as downloadable documents.

- 4.6. **Policy Owner:**
The policy owner is a staff member who assumes responsibility for (implementing or developing) a specific policy or policy revision activity.

- 4.7. **Procedures:**
Procedures are administrative guidelines to implement and achieve the desired outcome of the policy or how the policy will be enacted.

- 4.8. **Strategic Leadership Team (SLT):**
The group of city administrators assembled by the CAO to provide senior administrative oversight for the policy and procedures of the City of Quinte West.

5. The Policy

All City of Quinte West policies will be:

- Presented in a standard format.
- Formally approved by the authorized approval authority.

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

- Kept current with operational and organizational frameworks.
- Linked electronically to procedures for implementing the policy.
- Maintained centrally and accessible to all interested parties.

5.1. Responsibilities and Authorities

5.1.1. Council

Council may request the creation of new, updating of existing, or removal of policies.

Council may request public engagement for policies at their discretion.

Council is the approval authority for all policies that meet the definition of a Council Policy as set out above. A Council policy may focus on one or more of the following elements:

5.1.1.1. Community

- 5.1.1.1.1. Supports the establishment and functioning of community groups, activities and programs;
- 5.1.1.1.2. Enhances a supportive community, creating equity for residents;
- 5.1.1.1.3. Formulates useful partnerships benefiting the community;
- 5.1.1.1.4. Governs the actions of the public within municipally-owned facilities, buildings or property;
- 5.1.1.1.5. Provides programs, activities and events that enhance communities and neighbourhoods;
- 5.1.1.1.6. Supports the achievement of citizen's desires for the community's future.

5.1.1.2. Financial and Fiscal Responsibility

- 5.1.1.2.1. Budget approval and amendment;
- 5.1.1.2.2. Establishes procurement/tendering authorities, processes and requirements;
- 5.1.1.2.3. Upholds the financial integrity of the municipality through decision-making and monitoring;
- 5.1.1.2.4. Legislative and Regulatory Requirements;

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

- 5.1.1.2.5. Ensures compliance through the implementation of relevant policies and procedures as required;
- 5.1.1.2.6. Formulates legislative acts or acts that otherwise involve the exercise of discretion (quasi-judicial acts).
- 5.1.1.3. **Members of Council**
 - 5.1.1.3.1. Guides interaction between the City and the public;
 - 5.1.1.3.2. Provides guidelines for Members of Council pertaining to:
 - 5.1.1.3.2.1. Delegation of authority
 - 5.1.1.3.2.2. Ensuring the accountability and transparency of the operations of the municipality
 - 5.1.1.3.2.3. Council member's role as an elected official
- 5.1.1.4. **Strategic Practice**
 - 5.1.1.4.1. Provides high-level direction pertaining to:
 - 5.1.1.4.1.1. A City position on public issues
 - 5.1.1.4.1.2. Corporate governance
 - 5.1.1.4.2. Provides high-level standardization pertaining to:
 - 5.1.1.4.2.1. Corporate programs
 - 5.1.1.4.2.2. Corporate service levels, objectives, goals and priorities
- 5.1.2. **Chief Administrative Officer (CAO)**

As the head of the administration, the CAO is the approval authority for all policies that meet the definition of an Administrative Policy as set out above. The CAO may delegate this authority to another senior administrator (policy owner). An Administrative Policy may focus on one or more of the following elements:

 - 5.1.2.1. **Finance & Fiscal Responsibility**
 - 5.1.2.1.1. Guides the exercise of financial/budgetary control within delegated authority;
 - 5.1.2.2. **Legislative & Regulatory Requirements**
 - 5.1.2.2.1. Guides actions necessary to carry out legislated responsibilities and ensure corporate compliance;
 - 5.1.2.3. **Staff & Representatives of the City**

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

- 5.1.2.3.1. Defines clear administrative practices;
- 5.1.2.3.2. Guides behaviour of internal staff, contractors and consultants;
- 5.1.2.3.3. Standardizes corporate operational duties/expectations of staff performance;
- 5.1.2.3.4. Addresses matters required for the management of the corporation;
- 5.1.2.3.5. Outlines responsibilities of staff.

5.1.2.4. Strategic Practice

- 5.1.2.4.1. Governs how the Administration carries out Council's direction;
- 5.1.2.4.2. Governs how the corporation will carry out day-to-day operations;
- 5.1.2.4.3. Supports administrative direction exclusive of interpretation or discretionary judgment;
- 5.1.2.4.4. Supports practical implementation and administration of programs or activities.

5.1.3. Strategic Leadership Team

The strategic leadership team will guide the organization in reviewing newly proposed policies and policy revisions and referring such policies to their respective approval authorities.

5.1.4. Policy Owners

Policy owners are responsible for ensuring the policies and procedures they are responsible for are maintained and reviewed at the necessary intervals, kept up to date with all relevant legislation, and operate in adherence with all other related city policies.

5.1.5. Policy Authors

Policy authors are responsible for adhering to the Corporate Policy Development Policy while creating, maintaining and updating City policies.

5.1.6. Legislative Services

5.1.6.1. General

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

The Legislative Services department is responsible for the administration and tracking of all City policies, ensuring they are available and accessible for required parties.

5.1.6.2. Approval & Signoff

Legislative Services will ensure that all appropriate approvals have been secured from the correct approval body to make a policy active.

5.2. Procedures

5.2.1. Procedures are approved administratively and do not require Council approval.

5.2.2. Procedures shall not be placed into policy documents; best practice is to keep these separate.

5.3. Delegation of Authority

Section 23.1(1) of the Municipal Act, 2001 authorizes a municipality to delegate its power and duties subject to certain restrictions. The City will exercise this authority when certain administrative and legislative powers are of a minor nature as outlined in Section 23.2(5) of the Act, and the delegation of these powers would contribute to the efficient management of the City while still adhering to the principles of accountability and transparency.

5.4. Accessibility

Once approved, policies will be posted to the Internet and Intranet and will be maintained by the Legislative Services department.

5.5. Review & Amendments Procedures & Guidelines

5.5.1. The CAO is authorized to make minor deletions, additions or other administrative changes to any policy that do not alter the purpose or scope of the policy.

Policy Number: A09-POLICY-0001	Effective Date: 2024-04-03
Policy Title: Corporate Policy Development	Last Review Date: 2024-04-03

Administrative amendments to Council policies will be documented and circulated to Members of Council.

- 5.5.2. Development and revision of supporting procedures are the policy owner's responsibility as identified in the policy and are subject to amendments as required.
- 5.5.3. Policies will be reviewed at least once every five years. Such reviews will include a review of the policy text as well as an assessment of compliance with the practices governed by the text.
- 5.5.4. A policy with specific legislative requirements will be reviewed against the stated legislative needs.
- 5.5.5. Where a policy has a supporting procedure associated with it, it will be reviewed simultaneously as the parent policy.

5.6. Contact Information

Inquiries regarding this policy should be directed to the Legislative Services department.

5.7. Legislation & Other Resources

- 5.7.1. Municipal Act, 2001, S.O. 2001, c. 25
- 5.7.2. Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11

Legislative History	
Date	Description
2024-04-03	Enacted - By-Law 24-042 - Adopt Corporate Policy Development Policy