Policy Title: Policy Framework		**Policy Number:** 1
Policy Category: Administration		
Approval Date: August 11, 2020	**Policy Owner:** Corporate Services	
Approved by: CVRD Board	**File Reference:** 0340-50	

Principles

1. Good Governance – The Comox Valley Regional District (CVRD) Board governs through policy to address issues and concerns of the community and communicate priorities of the CVRD. A strong policy framework supports the CVRD's commitment to accountability, transparency and effective governance.

Purpose

2. The purpose of this policy is to:
    i.   provide guidance for developing, classifying and categorizing policy documents for the CVRD.
    ii. provide a framework that will ensure consistency, control, clarity and quality in the development, approval and review processes associated with CVRD policies.
    iii. ensure that staff involved in the process are knowledgeable about the policy development process and to ensure continuity across the organization.

Scope

3. This policy applies to all Board Polices and Administrative Policies developed and reviewed which relate to the Board and CVRD staff.

Definitions

Administrative Policy: means a general statement outlining principles, philosophies or intentions, usually having an internal focus. Administrative Policies enable the CVRD Board to achieve its objectives in alignment with Board Policies.

Board Policy: means a general statement outlining strategic directions and/or adherence to statutory or other corporate requirements, which usually has an external focus; and directs decision-making.

Policy Owner means the Chief Administrative Officer or member of the Executive Management Team who has functional responsibility and accountability for administering the policy, as well as who is responsible for ensuring the policy is communicated and adhered to once it has been approved.

Policy

1. A policy is a deliberate system of principles, acceptable practices, or rules intended to influence organization decision-making or to achieve rational outcomes. Policies typically support management philosophies and help to communicate regulations that apply to all personnel. The CVRD has two types of policies: Board and Administrative.

2. Where the CVRD Board has provided delegated authority for the administration and operation of a service to a committee or commission of the CVRD, such bodies may adopt policies within the scope of their delegated authority with these being considered and categorized as Board Policy.

3. A procedure is a specific set of instructions that guide who, when, how and where to complete a specific task or process.

4. The five stages of policy development are:

    i. **Needs Identification**: public attention may identify a public problem or issue. In this stage, attention is focussed on describing the issue to be addressed, seeking authority to proceed, and selection of the appropriate policy level.
    ii. **Policy Formulation**: includes the identification of appropriate stakeholders, commencement of any engagement process, gathering relevant background information and drafting the policy document with legislative, regulatory or other strategies to address the issue.
    iii. **Policy Adoption**: includes presenting the policy document for endorsement, where required, and then submitting the policy document for consideration and Formal Approval.
    iv. **Policy Implementation**: includes such activities as activating the policy document through the development of procedures, notification, distribution, awareness and education.
    v. **Policy Evaluation**: during the drafting stage, consideration will be given to any specific timelines for review of the policy document to determine whether the policy is addressing the problem.

5. Policies must comply with all relevant legislation (i.e. *Community Charter* and *Local Government Act*, *Occupational Health and Safety Regulation*, CVRD bylaws).

6. All policy documents will contain plain, clear, concise wording, enabling a wide range of users to understand the content. Terminology used in policy documents should reflect that used in the legislation, if appropriate.

7. Policy documents should follow the prescribed policy document template to ensure consistency of format and content. The template provides for the following sections as appropriate:
    - Preamble;
    - Principles;
    - Purpose;
    - Scope;
    - Definitions;
    - Policy;

- Roles and Responsibilities.

8. Policies that have, or are driven, by an external focus, with financial or legal implications or which guide the Board's decision, that provide direction towards achieving strategic objectives, are based on legislative responsibilities, or relate to the provision of service to the community, are categorized as "Board Policies". A Board Policy must be approved through a resolution of the Board or other CVRD body with such delegated authority.

9. The following types of policies that should be approved by the Board include:
   - Policies affecting citizens;
   - Policies specifically required by legislation to be adopted by the Board;
   - Policies ensuring the financial integrity of the CVRD;
   - Policies providing direct compensation or reimbursement of expenses to employees, elected officials, and citizen members of committees; and
   - Policies governing the actions of or dealing with the conduct of elected officials, and citizen members of committees.

10. Policies that have, or are driven, by an external focus, which do not have financial or legal implications or do not guide the Board's decision, that provide direction towards achieving strategic objectives, are based on legislative responsibilities, or relate to the provision of service to the community; or with an internal focus that relate to attitudes, behaviours, philosophies and intentions are categorized as "Administrative Policies". An administrative policy will be approved by the Chief Administrative Officer.

11. Procedures that supplement Board and Administrative Policies and document the methods, actions, and steps required to support, a particular policy as well as to complete a function or task are branch or department procedures. A branch procedure will be approved by the respective general manager, while department procedures will be approved by the respective department manager. A procedure that applies corporate-wide will be approved by the Chief Administrative Officer.

12. A policy owner will be designated for Board Policies and Administrative Policies. The policy owner will bear responsibility for regular review of the policy document; and for implementation and evaluation.

Roles and Responsibilities

13. All policies should be reviewed on a four year rotation, at minimum, in concert with the local government election cycle, to ensure compliance with legislation and applicability for the organization.

14. Legislative Services has primary responsibility with respect to policy management and the policy framework, including categorization, numbering, consolidation of any revisions and dissemination to the public.

15. Once approved, all Board Policies will be made accessible to the public via the CVRD's website.

16. The Corporate Legislative Officer or policy owner may approve minor revisions to existing policies provided that such revisions do not change the substance or intent of the policy. Such revisions may include, but are not limited to, changes to the following:

    - Department or Branch name
    - Policy category
    - File reference
    - Job titles
    - Spelling and grammar

17. A document purporting:
    i.   to be a copy of a policy consolidated under this policy; and
    ii.   to be certified by authority of the Corporate Legislative Officer;

    is proof, in the absence of evidence to the contrary, of the original policy, of all policy revisions, and of the fact of passage of the original and all revisions.

18. The Board may, at any time, determine which, if any, Board Policies need to be reviewed, amended or rescinded.

19. The Board or staff through the Chief Administrative Officer may initiate policy proposals for consideration.

20. The Board may waive a Board Policy or choose not to apply the policy for certain situations.

21. The Chief Administrative Officer may waive an Administrative Policy or choose not to apply the policy for certain situations.

REVISION HISTORY

Approval Date	Approved By	Description of Change