



**LEGISLATIVE SERVICES**

**Town of Newmarket**

395 Mulock Drive  
P.O. Box 328, STN Main  
Newmarket, ON L3Y 4X7

www.newmarket.ca  
info@newmarket.ca  
T: 905 895.5193  
F: 905 953 5100

## MEMORANDUM

**TO:** Mayor Van Bynen & Members of Council

**FROM:** Andrew Brouwer, Director of Legislative Services/Town Clerk

**DATE:** October 26, 2015

**RE:** **Corporate Policy Approval Authority Framework  
(Corporate Policy CAO.1-06)**

---

At the October 20, 2015 Committee of the Whole meeting, the following motion was passed in reference to Joint Office of the CAO – Strategic Initiatives and Corporate Services Commission Legislative Services Report 2015-10 “Corporate Policy Approval Framework”:

That Office of the CAO – Strategic Initiatives and Corporate Services Commission – Legislative Services Report 2015-10 dated September 3, 2015 regarding “Corporate Policy Approval Framework” be received and the following recommendations be adopted:

- 1) THAT Council adopt Corporate Policy CAO.1-06 ‘Corporate Policy Approval Authority Framework’ attached as Appendix ‘A,’ as amended to reflect:
  - a. That new policies within the jurisdiction of the CAO be forwarded to Council for delegation;
- 2) AND THAT amendments to the Economic Adjustment Policy be considered by Council;
- 3) AND THAT the Delegation By-law be updated to reflect these items of delegated authority.

In order to give effect to the above recommendations in clause 1) a., I have prepared amended draft Corporate Policy CAO.1-06 ‘Corporate Policy Approval Authority Framework,’ with the option of a “bump up process” for Council’s consideration, as attached (amendments shown in highlight).

For further information, please contact me at 905-953-5300, ext. 2211 or [abrouwer@newmarket.ca](mailto:abrouwer@newmarket.ca).

A handwritten signature in blue ink, appearing to read 'A. Brouwer'.

---

Andrew Brouwer, Director of Legislative Services/Town Clerk





Newmarket

## CORPORATE POLICY

Sub Topic: Corporate Policy Approval  
Authority Framework

Policy No.: CAO.1-06

Topic: Governance

Employees Covered: All Employees  
and Elected Officials

Section: CAO

Approval Authority: Council

Adoption Date:

Effective Date:

Revision No:           Date:

### Policy Statement & Strategic Plan Linkages

Council and Administration of the Town of Newmarket will support the Community Vision of being a community well beyond the ordinary by implementing policies, programs and procedures that reflect the efficient management of municipal services, and sound and accountable governance, aligning with the Strategic Plan direction of Well-Equipped and Managed.

### Purpose

This Policy provides:

- 1) Authority for Council to approve new and amended corporate policies of a governance nature in line with the role of Council established by the *Municipal Act, 2001* and relevant Town by-laws, including but not limited to:
  - a. Policies affecting the Town's governance and Members of Council;
  - b. Policy matters directed by Council or requiring Council's approval;
  - c. Policies substantively impacting customer service levels;
  - d. "Outward" facing policies affecting residents and businesses; and,
  - e. Policies related to financial sustainability.
  
- 2) Authority for the Chief Administrative Office (CAO) to approve new and amended corporate policies of an administrative nature in line with the role of the CAO established by the *Municipal Act, 2001*, Delegation of Authority By-law

and other relevant Town by-laws provided the impact of the corporate policy is within the relevant Council-approved budget, including but not limited to:

- a. Administrative matters; and,
- b. Employment and working conditions.

- 3) Authority for the CAO to approve new and amended procedures and appendices which implement CAO and Council-approved policies.
- 4) Despite the authority granted to the CAO in 2) and 3), the CAO may request Council input and/or approval.
- 5) A process to advise Council of CAO Approved Corporate Policies, including the opportunity for any Member of Council to request that the corporate policy be considered at an upcoming Committee of the Whole meeting (see Appendix A);
- 6) That CAO and Council approved corporate policies and procedures/appendices references in a corporate policy be posted on the Town of Newmarket's website.

### **Cross-References**

Corporate Policy Index

### **Appendices** (which may be amended from time to time)

Appendix 'A' – Process for Advising Council of CAO Approved Corporate Policies

## Appendix 'A' – Process for Advising Council of CAO Approved Corporate Policies

### A: New CAO-approved policies:

1. Prior to the intended effective date, the CAO or designate shall circulate an email or memorandum together with the new corporate policy to all Members of Council advising of, at a minimum:
  - a. The purpose and impacts of the corporate policy;
  - b. Intended effective date;
  - c. How the impacts of the corporate policy will be reported on corporately;
  - d. The opportunity for any Member of Council to request that the corporate policy be considered at an upcoming Committee of the Whole meeting; and,
  - e. Appropriate staff contact for a Member of Council to seek further information.

### B: Amendments to CAO-approved policies of a substantive nature:

1. Prior to the intended effective date, the CAO or designate shall circulate an email or memorandum together with the amendment to the CAO-approved corporate policy of a substantive nature to all Members of Council advising of, at a minimum:
  - a. The purpose and impacts of the corporate policy amendment;
  - b. Intended effective date;
  - c. How the impacts of the corporate policy amendment will be reported on corporately; and,
  - d. Appropriate staff contact for a Member of Council to seek further information.