

## Good Governance

Effective Date: November 7, 2023

Last Revised: November 7, 2023

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### 1. Purpose

This policy establishes an effective and consistent framework for the development and maintenance of the City's Corporate Strategic Plan, bylaws, and policies to ensure good governance of the municipality.

### 2. Scope

This policy applies to the City's Corporate Strategic Plan, bylaws and policies.

### 3. Exclusions

This policy does not apply to standard operating procedures, staff work plans, department manuals, or other staff-related guidance documents.

### 4. Definitions

In this policy,

- (1) **CAO** means Chief Administrative Officer for the City of Pitt Meadows.
- (2) **Council** means Pitt Meadows City Council.
- (3) **Department Head** means the manager or director responsible for a particular business unit at the City of Pitt Meadows, or their delegate.

### 5. Policy Statements

#### 5.1. Corporate Strategic Plan

- (1) Council will develop and maintain a Corporate Strategic Plan to serve as a guiding framework for financial planning, policy development, service levels, operational priorities, and other decision-making over the Council term.
- (2) Council will review the Corporate Strategic Plan at least once per Council term.

- (3) The CAO and Department Heads will develop their annual business plans and budgets to align with the goals and objectives established by the Corporate Strategic Plan.

## 5.2. City Bylaws

- (1) Council is responsible for adopting bylaws to exercise certain statutory authorities delegated through provincial legislation.
- (2) Council, the CAO, or Department Heads may bring forward new or amending bylaws for Council's consideration as deemed necessary or expedient.
- (3) The Corporate Officer, in consultation with the CAO, will ensure the periodic review of City bylaws by the offices of primary responsibility, so that they remain current, in alignment with legislation, responsive to the needs of the community, and relevant to City business.
- (4) The Corporate Officer will establish the necessary procedures to ensure the effective and consistent recording, storage, maintenance, distribution, public availability, and safety of all City bylaws, in accordance with the Community Charter and the City's Records Management Bylaw.

## 5.3. City Policies

- (1) Policies are guiding principles used by the City to ensure the consistent and transparent provision and operation of programs and services.
- (2) The City will maintain Council policies and Administrative policies.
- (3) Council policies:
  - a) are established by Council resolution;
  - b) convey Council's strategic direction;
  - c) establish expectations and service levels for City programs and services that are not established by bylaw;
  - d) guide Council decisions to achieve consistent and transparent outcomes; and
  - e) may delegate certain responsibilities to City staff.
- (4) Administrative policies:
  - a) are established by the CAO;
  - b) focus on internal operations;
  - c) are specific to employee expectations and relations, operational issues, and/or the administration of City functions; and

- d) will be consistent with the strategic direction set by Council.
- (5) The CAO is delegated full authority to approve, amend, repeal or replace Administrative policies as they determine necessary or expedient.
  - (6) Council, the CAO, or Department Heads may bring forward new or amended Council policies for Council's consideration as deemed necessary or expedient.
  - (7) The Corporate Officer, in consultation with the CAO, will ensure the periodic review of Council and Administrative policies so that they remain current, in alignment with legislation, responsive to the needs of the community, and relevant to City business.
  - (8) The Corporate Officer will establish the necessary procedures to ensure the effective and consistent recording, storage, maintenance, distribution, and safety of all City policies, including the public availability of all Council policies in alignment with the City's Records Management Policy.

## 6. Related Policies

- (1) Records Management Bylaw No. 2878, 2021