



The Town of Niagara-On-The-Lake

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POLICY

Policy No.: P-CS-16-001

Approved on: June 27, 2016

By-Law No.: 4881-16

Effective on: June 28, 2016

Supersedes:

Report To: Corporate Services Advisory Committee
Title/Subject: Administration of Corporate Policies

PURPOSE

Section 224 of the *Municipal Act*, 2001 requires Council "to develop and evaluate the policies and programs of the municipality" and "to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council". Furthermore, section 270 of the *Municipal Act*, 2001 requires the municipality to adopt and maintain certain mandatory policies.

This policy will provide consistent guidelines for the creation, management, retention and approval of corporate policies and will aid in the creation and maintenance of a corporate policy database. The database will provide public and staff access to the mandatory and voluntary Corporate Policies of the Corporation of the Town of Niagara-on-the-Lake (Town).

POLICY STATEMENT

The Corporation of the Town of Niagara-on-the-Lake is committed to formalizing a well defined and transparent process for the creation, management, retention and review of Corporate Policies.

DEFINITIONS

Policy - A statement of intent regarding a particular issue to guide, direct and provide a framework for consistent decision-making.

Corporate Policy - A policy that affects more than one department, employees of more than one department, members of the public or has a budgetary impact by way of creating a new expenditure.

Procedure - A detailed description of how a policy is to be implemented to clarify accountabilities and responsibilities.

SCOPE

This policy applies to all members of the Town's organization including members of Council, full, part-time and contract staff, and members of Committees of Council.

POLICY COMMUNICATION

The policy will be posted on the Town's website, once approved by Council. If required, staff will be advised of the new policy by way of email through the Human Resources Office.

POLICY

The Corporate Services Office will maintain the database which assigns numbers by department to the policy as follows:

P-CDS-16-001 (P-Policy, CDS-Community & Development Department, 16-year, 001-number)

P-OPS-16-001 (P-Policy, OPS-Operations, 16-year, 001-number)

P-CS-16-001 (P-Policy, CS-Corporate Services, 001-number)

P-FC-16-001 (P-Policy, FC-Finance Committee, 001-number)

Creating a Policy

A Corporate Policy shall be created or reviewed at the request of Council, the Senior Management Team, as identified by the department or as required as part of a policy review process.

A policy may contain a general overview of the procedures to implement the policy, but not the specific procedural details.

The policy template is laid out in the database and shall be used for all corporate and departmental policies.

Policy Approval Process

All Corporate Policies and any amendments to Corporate Policies must be approved by by-law. Prior to presentation to Council, all policies will be reviewed by Senior Management Team.

Following approval by Council of a staff report outlining a policy or revisions to a policy, a by-law will be prepared for Council approval.

Policy Maintenance

Policies shall be reviewed as required to ensure they continue to meet the needs of the Town. The originating departments are responsible for ensuring policies are kept current and relevant.

Public Access to Policies

The Corporate Services Department shall post all approved policies to the Town's website.

ATTACHMENTS



P-CS-16-001.pdf

WEB ATTACHMENTS

ATTACHMENTS FOR LINK

