

# CORPORATE POLICY



Policy Title: **Administration of Corporate Policies**  
Policy Category: **Administration Policy**  
Policy No.: A-001  
Department: Corporate Services  
Approval Date: November 21, 2011  
Revision Date: July 15, 2013  
Author: Julie Scott, Records Management Coordinator  
Attachments: Corporate Policy Template  
Related Documents/Legislation:  
Municipal Act, 2001  
CS-CLK2011-005  
Key Word(s): Policy, Administration, Template

## **POLICY STATEMENT:**

The City of Waterloo is committed to formalizing a well defined and transparent process for the creation, management, retention and review 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 “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 manual. The manual will provide public and staff access to the mandatory and voluntary Corporate Policies of the City of Waterloo and will include a separate index and indicator for the mandatory polices. The Official Plan and Strategic Plan are exempt from this Policy as they follow their own public process and are available to the public through other means.

## **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.

**Mandatory Policy, *Municipal Act*: No**

**Policy Administration Team, Review Date: May 21, 2013**

**Corporate Management Team, Review Date: June 12, 2013**

*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 City’s organization including members of Council, full, part-time and contract staff, members of Advisory Boards and Committees and volunteers engaged in the process of creating, reviewing or amending a corporate policy. This Policy does not apply to the Official Plan or Strategic Plan.

**POLICY COMMUNICATION:**

The policy will be posted on the City Website and Intranet. Staff will be advised of the new policy via distribution to the Operational Leadership Team and Corporate Management Team.

**POLICY:**

**1) Corporate Policy Manual**

The Legislative Services Division will maintain the master corporate policy list, and manual and assign the corporate policy numbers organized under the following six categories:

Governance	(G)
Administration	(A)
Financial Control	(FC)
Human Resources	(HR)
Municipal Services	(MS)
Public Lands and Right-of-Way	(PW)

**All corporate policies including the mandatory policies required under the *Municipal Act* will be numbered and stored under one of the six categories.**

**Governance Policies:** Includes policies directly relating to Council and/or the means by which the City is governed and Council is held accountable. For example: Council Remuneration, Code of Conduct for Members of Council, Accountability and Transparency Policy, etc.

**Administration Policies:** Includes policies relating to operational items. For example: Policy Restricting use of Cell Phones, PDAs and Cameras in City Facilities, Flag Policy, etc.

**Financial Control Policies:** Includes policies relating to the internal financial controls and operation of the City. For example: Investment Policy, Purchasing Policies, etc.

**Human Resources Policies:** Includes policies directly related to employees. For example: Conference and Travel, Code of Conduct, Hiring of Relatives, etc.

**Municipal Services:** Includes policies relating to the provision of Municipal Services. For example: Thawing of Frozen Services Policy, etc.

**Public Land and Right-of-Way Policies:** Includes policies relating to the use of public land and public rights-of-way. For example: Encroachment Policy, Entrance Features Policy, etc.

## 2) Creating a Policy

A Corporate Policy shall be created or reviewed at the request of Council, the Corporate 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 attached as **Attachment A** shall be used for all corporate and departmental policies. The template includes a section to indicate if the policy is mandated by the *Municipal Act*.

## 3) Policy Approval Process:

All Corporate Policies and any amendments to Corporate Policies must be approved by by-law. The policy author is responsible for initiating consultations with relevant departments or committees as required. Prior to presentation to Council the following groups must review the draft policy to receive the Policy Number and to ensure it does not conflict with other policies, by-laws or relevant legislation in the order listed below:

- a) Policy Administration Team comprised of the Project Manager, Electronic Records and Document Management, City Clerk, legal counsel (as needed) and relevant Department Head.
- b) Corporate Management Team

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

**4) Policy Maintenance**

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

**5) Public Access to Policies:**

The Legislative Services Division shall post a reference copy of approved corporate policies on the City Website and Intranet and maintain a paper reference copy of corporate policies for public viewing during regular business hours. The manual will include a reference to where the Official Plan and Strategic Plan can be viewed. The policy author shall coordinate additional communication as necessary with Council, the public, staff and/or other interested parties.

**COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.

# CORPORATE POLICY



Policy Title: "[Click here & type title]"  
Policy Category: "[Click here & type Policy Category, ie:Administration Policy]"  
Policy No.: "[Click here & type policy #]"  
Department: "[Click here & type department]"  
Approval Date: "[Click here & type date]"  
Revision Date: "[Click here & type revision date]"  
Author: "[Click here & type author's name]"  
Attachments: "[Click here & type attachment letter and name]"  
Related Documents/Legislation: "[Click here & type staff report, legislation, etc.]"  
Key Word(s):

## **POLICY STATEMENT:**

"[Describe issue addressed by the policy including linkage to the Strategic Plan]"

## **PURPOSE:**

"[Click here & describe the intent of the policy, why it is written, etc.]"

## **DEFINITIONS:**

"[Click here & list relevant definitions]"

## **SCOPE:**

"[Click here & describe who and what it applies to and any exemptions]"

## **POLICY COMMUNICATION:**

"[Describe communication plan in the Administration Policy]"

## **POLICY:**

"[Click here & outline Policy]"

## **COMPLIANCE:**

In cases of policy violation, the City may investigate and determine appropriate corrective action.

**Mandatory Policy, *Municipal Act*:** "[Click here & type yes or no]"

**Policy Administration Team, Review Date**

**Corporate Management Team, Review Date**

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