

Corporate Policy

Subject: Corporate Policy Framework

Council Approval Date: June 25, 2024

Report Number: 2024-0351

Reviewed on: June 17, 2024

Amended: New

Next Review: June 2028

Repeals or Replaces: New

Purpose:

The purpose of this policy is to develop a framework for Town of Caledon corporate policies to follow throughout the policy lifecycle of development, implementation, and maintenance.

Definitions:

Term	Definition
Corporate Policy Standard	A Council approved template for policies at the Town of Caledon.
Corporate Policy	A Council approved policy that directly affects the 1) public or Council, or 2) Council is designated as responsible through legislation.
Organizational Policy	A policy that exclusively affects staff or Town of Caledon operations where staff have the authority approved by the head of the department
Procedure	A guidance document on how to implement established policies

Scope:

This policy applies to all Town of Caledon Staff and Council.

The Corporate Policy Framework applies to the development of all new, replaced or amended policies from the effective Council approval date of this framework.



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Policy Statement:

1. Corporate policies will adhere to the Corporate Policy Standard with all fields fully completed and requirements met.
2. New or amending corporate policies established within the Corporate Policy Framework will be published on the Town of Caledon's website.
3. Corporate policies are reviewed once per Term of Council unless otherwise stated within the respective policy.
4. Corporate policies established prior to the current Corporate Policy Framework will be repealed as a part of the once per Term of Council review and replaced if necessary.
5. Organizational and Corporate policies are eligible for amendment at any time as a part of regular maintenance, change in program or service, and as required.
6. An accompanying staff report is required to amend or develop corporate policies.
7. Proposed corporate policies will be submitted to relevant Advisory Committees prior to consideration at the Governance Review Committee.
8. Procedures may be developed by the staff responsible to implement the policy and require the approval of the staff member responsible for maintaining the policy.
9. The References and Related Documents section within the Corporate Policy Standard may be amended without Council approval or a staff report to reference developed procedures needed for effective policy implementation.

Roles:

The Municipal Clerk is both accountable for following through with the Corporate Policy Framework implementation and responsible for this policies maintenance.

Reference and Related Documents:

Corporate Policy Standard



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