

**KING TOWNSHIP  
CORPORATE POLICY  
POLICY & PROCEDURE FRAMEWORK**



**POLICY NO.:**  
COR-POL-100

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Clerks & By-law Enforcement Department

Issue Date: 4/24/2017

Issue No.: 1

Next Revision: 4/22/2022

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**1 PURPOSE STATEMENT**

1.1 The purpose of this policy is to set out a framework for a policy and procedure management program.

**2 POLICY OBJECTIVE**

2.1 This policy provides guidance for developing, classifying and categorizing Policy Documents for King Township. In addition, this document is intended to provide a framework that will encourage consistency, control, clarity and quality in the development, review and approval process associated with all policies and procedures.

**3 APPLICATION/SCOPE**

3.1 This policy applies to all Corporate Policies, Administrative Policies and Procedures developed, reviewed and approved for King Township.

**4 DEFINITIONS**

4.1 Administrative Policy: A corporate direction which governs staff with consistent standards and practices on a recurring issue that may affect one or more departments and is approved by the Chief Administrative Officer, not Council.

4.2 Corporate Policy: A corporate direction which directs staff in making consistent decisions on a recurring issue affecting members of the public and/or more than one department, and is approved by Council.

4.3 Issuance Date: Is the date that the Policy Document is approved and takes effect.

4.4 Policy Document Author: Is the staff person assigned to draft or amend a Policy Document.

4.5 Policy Document(s): Includes all documents categorized as Corporate Policies, Administrative Policies or Procedures.

4.6 Procedure: A description of specific steps required to complete a task or function. It provides the "how to" instructions and may outline responsibilities for task achievement, contain timelines, flow charts, list documentation and approvals required.

**5 POLICY AND PROCEDURE DEVELOPMENT**

5.1 A policy is a deliberate system of principles to guide decisions and achieve rational outcomes in an open, transparent and accountable way. It describes what is to be done and must be consistent with the overall goals and strategic directions of the organization. A policy is a statement of intent, and is implemented as a procedure

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or protocol. The Township has two types of policies: Corporate and Administrative.

- 5.2 A Procedure is a specific set of instructions that guide who, when, how and where to complete a specific task or process.
- 5.3 The need for a new or revised Policy Document may be required by legislation or identified by a department.
- 5.4 Types of issues which commonly require a Policy Document include:
  - 5.4.1 Equity in services provided;
  - 5.4.2 Adherence to established standards and statutory requirements;
  - 5.4.3 Safeguarding corporate assets;
  - 5.4.4 The fair and equitable treatment of employees; and
  - 5.4.5 The health and safety of employees.
- 5.5 Prior to developing or revising a Policy Document, the department most responsible for it should determine the requirements, constraints and expected outcomes.
- 5.6 The Policy Document Author is responsible for researching the issues and options for its direction, and may include feedback from internal and external stakeholders, benchmarking, legal research and financial impact analysis.
- 5.7 The Manager of Legislative Services will provide support to authors of Policy Documents to ensure conformity to the requirements of this policy. The Manager of Legislative Services is also responsible for registering the Policy Document to the Corporate Policy and Procedures Manual, the official repository of all Township Policy Documents.

**6 CATEGORIZATION AND CLASSIFICATION**

*Corporate Policies*

- 6.1 Council must approve all Corporate Policies. This is necessary when Council's position on an issue should be part of the public record, in keeping with open and accountable government. Examples of types of policies that affect the public directly and that should be part of the public record include those that establish standards for service delivery, provide funding or establish fees, charges or payment terms for services and those issues that may become sensitive or controversial in the community.
- 6.2 Corporate Policies that do not reflect any of the above criteria should be deemed to be administrative in nature and are to be considered Administrative Policies.

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*Administrative Policies*

6.3 Administrative Policies are developed by the Chief Administrative Officer (CAO) or Department Heads and are formally approved by the CAO. An Administrative Policy is a corporate direction which governs staff with consistent standards and practices on a recurring issue that may affect one or more departments. The CAO may elect that an Administrative Policy be presented to Council for approval, and will consequently be categorized as a Corporate Policy.

*Procedures*

6.4 Procedures supplement Corporate and Administrative Policies and document the methods, actions and steps required to support a particular policy as well as to complete a function or task. Procedures are approved by the appropriate Department Head or their delegated authority.

**7 POLICY DOCUMENT AUTHOR**

7.1 A Policy Document Author will be assigned to all Policy Documents. The Policy Document Author will have the responsibility for regular review in accordance with assigned revision dates of the Policy Document and for incorporating required changes as may be required from time to time, such as changes in legislation or by-laws.

7.2 It is the responsibility of the Policy Document Author to assess any areas of overlap, contradiction or integration with other existing or draft Policy Documents, and to discuss these issues with the Policy Document Authors of the affected Policy Documents.

**8 FORMAT**

8.1 Templates have been developed and must be used in the development of all Policy Documents. They are attached as:

- 8.1.1 Appendix A – Corporate Policy Template
- 8.1.2 Appendix B – Administrative Policy Template
- 8.1.3 Appendix C – Procedure Template

**9 MINOR REVISIONS**

9.1 Minor housekeeping revisions, such as those to reflect changes in organizational structure and/or correcting minor errors, such as spelling and grammar, may be done by the Manager of Legislative Services. Any of these changes will be made by strike-through on the original document and initialed by the Manager of Legislative Services.

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**10 SUPPORTING DOCUMENTATION**

10.1 References to legislation, department reports, other Township policies/procedures or any other relevant supporting documents should be listed in the Related Documentation section of the Policy Document.

**11 PLAIN LANGUAGE**

11.1 All Policy Documents will contain plain, clear and concise wording, enabling a wide range of users to understand the document. Where prescribed terminology is used (i.e. from legislation) a clear description of the terminology should be contained in the definitions section of the Policy Document to allow cross-referencing and comprehension.

**12 REVIEW**

12.1 All Policy Documents are scheduled for review every five years from the Issuance Date. Where required, review may be more frequent.

12.2 The Manager of Legislative Services is responsible for initiating the review process each year with the Policy Document Author.

**13 POLICY ACCESS**

13.1 All Policy Documents will be electronically available and accessible to staff on the Township’s intranet, and maintained in the Clerk’s Department in the Policy & Procedure Manual. Corporate Policies are to be made available to the public on the Township’s website.

**14 RELATED DOCUMENTATION**

- 14.1 Appendix A – Corporate Policy Template
- 14.2 Appendix B – Administrative Policy Template
- 14.3 Appendix C – Procedure Template
- 14.4 Report CL-2017-06 – Policy & Procedure Framework Policy

**15 APPROVAL AUTHORITY**

<u>Council</u> Authority	<u>2017-38</u> By-law	<u>Original Signed</u> Township Clerk	<u>April 24, 2017</u> Date
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**KING TOWNSHIP  
CORPORATE POLICY  
CORPORATE POLICY TITLE**



**POLICY NO.:**  
###-###-###

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Select Department	Issue Date:	Insert Date
	Issue No.:	#
	Next Revision:	Insert Date

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**1 PURPOSE STATEMENT**

1.1 Describe the purpose on why the Township is issuing this policy and the desired effect or outcome.

**2 POLICY OBJECTIVE**

2.1 Describe the specific regulations, requirements or modifications to organizational behaviour to be addressed by this policy.

**3 APPLICATION/SCOPE**

3.1 Describe who or what the policy applies to. For example, does the policy apply to all employees, volunteers, credit card payments or participants of a camp program?

**4 DEFINITIONS**

4.1 Words: Describe the word or term that requires a defined and clear definition. Capitalize words and terms throughout the procedure to signify they have been defined here.

**5 INSERT POLICY TITLES HERE**

5.1 Insert relevant policy details here and create new policy titles using a multi-level numbered list (i.e., 5, 5.1, 5.2, 5.3, new section 6, 6.1, 6.2 etc.).

**6 RELATED DOCUMENTATION**

6.1 Reference any relevant legislation, department reports, by-laws, applications, forms or templates here. Each one should be numbered separately (i.e., 6.1, 6.2, 6.3 etc.).

**7 APPROVAL AUTHORITY**

<u>                    </u> <b>Council</b>	<u>                    </u> <b>By-law #</b>	<u>                    </u> <b>Township Clerk</b>	<u>                    </u> <b>Insert Date</b>
<b>Authority</b>	<b>By-law</b>		<b>Date</b>

**KING TOWNSHIP  
ADMINISTRATIVE POLICY  
ADMINISTRATIVE POLICY TITLE**



**POLICY NO.:**  
###-###-###

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Select Department	Issue Date:	Insert Date
Authored By: First and Last Name	Issue No.:	#
Approved By: First and Last Name	Next Revision:	Insert Date

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**1 PURPOSE STATEMENT**

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5.2 Insert relevant policy titles here.

**6 RELATED DOCUMENTATION**

6.1 Reference any relevant legislation, department reports, by-laws, applications, forms or templates here. Each one should be numbered separately (i.e., 6.1, 6.2, 6.3 etc.).

**7 APPROVAL AUTHORITY**

\_\_\_\_\_  
**CAO**

\_\_\_\_\_  
Insert Date  
**Date**



# KING TOWNSHIP PROCEDURE PROCEDURE TITLE

PROCEDURE NO.:

###-###-###

Select Department	Issue Date:	Insert Date
Authored by: First and Last Name	Issue No.:	#
Approved by: First and Last Name	Next Revision:	Insert Date

## 1 PURPOSE

- 1.1 Describe the overall purpose of the procedure in one to two sentences. It should be a simple statement of what the procedure intends to outline.

## 2 APPLICATION/SCOPE

- 2.1 Describe who or what the procedure applies to. For example, does the procedure apply to programs, volunteers, credit card payments or participants of a camp program?

## 3 DEFINITIONS

- 3.1 Word: Describe the word or term that requires a defined and clear definition. Capitalize words and terms throughout the procedure to signify they have been defined here.

## 4 RESPONSIBILITIES

- 4.1 Position Title: Provide a brief summary of their responsibilities in this section. For additional positions, continue to add a numbered list.

## 5 PROCEDURE

- 5.1 Insert Procedure Section Title Here  
5.1.1 Indent each area detailing all steps, actions and tasks. Each new title and subsequent area should be formatted in a multi-level numbered list.

## 6 RECORDS RETENTION

- 6.1 Reference any relevant legislation, departmental reports, by-laws, applications, forms or templates here. Each one should be numbered separately.

## 7 RELATED DOCUMENTATION & REFERENCES

- 7.1 Word: Describe the word or term that requires a defined and clear definition. Capitalize words and terms throughout the procedure to signify they have been defined here.

## 8 APPROVAL AUTHORITY

\_\_\_\_\_  
Insert Approver Name  
Insert Approver Title

\_\_\_\_\_  
Insert Date

Date