

## Responsibilities of the Corporate Policy Committee:

1. Develop and refine the processes for policy conversion, new policy development, and policy retirement;
2. Recommend administrative processes for effective processing and policy administration;
3. Provide a forum for aggregating ideas and improvements for the creation, vetting and consistency of City wide policies;
4. Ensure that policies have been vetted with all appropriate City departments and other key stakeholders before the policy and procedures on an ongoing basis;
5. Review and provide overview of policy to ensure employee implications are considered while formalizing City policy and procedures on an ongoing basis;
6. Ensure that any new or amended policy and programs are consistent with legislation and applicable collective agreements;
7. Support the creative implementation and communication of City policies and practices;
8. Provide guidance for the policy owners on such matters as process management, refinement of procedures, resolution of emerging issues, and additional communication or training requirements. These responsibilities include, but are not limited to, guidance on:
  - Policy Format: Ratification of a uniform format for all city policies.
  - Policies Index: Implementation of a comprehensive policies index for ease of policy search and identification by users of the intranet.
  - Administration Procedure: Implementation of a comprehensive procedure for city divisions to follow when creating, amending or repealing policies. Such procedure addresses: divisional scope of responsibility for policy creation, review and enforcement; proper approval path for policy routing; templates and tools to be used for uniform policy documents; legal review; official approval and communication of policies to the city population and periodic review cycles for policies.
9. Ensure that the status of policies on the internet are updated on a planned and regular basis.
10. Provide the SEC and as required, the Finance and Administration Committee with recommendations on matters related to new and existing policies.

## The Corporate Policy Committee is comprised of City staff:

- City Clerk
- HR Advisor, Policy & Program Development
- Acting City Solicitor
- Internal Auditor
- Strategic and Economic Development Officer
- Two representatives from each Department: Public Works, Financial Management, Community Services, Corporate Services, Planning, Development and Engineering

# ST. JOHN'S