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| <i>Policy Category</i> | <i>Name of Policy</i> |
| <i>Administrative</i> | <i>Corporate Policy Framework</i> |

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|-----------------------|----------------------------------------------|
| Policy Owner | Administration, Chief Administrative Officer |
| Approval Body | Council |
| Approval Date | March 2, 2017 |
| Effective Date | March 3, 2017 |
| Review by Date | March 29, 2017 |

1. Policy

The Region of Niagara will establish a policy framework that is in compliance with all relevant legislation. In addition, as a foundation, all policies will be based on the Mission, Vision and Values of the corporation as established by Niagara Council.

Mission Niagara Region will serve its residents, businesses and visitors through leadership, partnership and the provision of effective and community focused services.

Vision Niagara Region is a unified community of communities with diverse opportunities and qualities - together we strive for a better tomorrow.

Values We Show Respect
We treat everyone equitably with compassion, sensitivity and respect.

We Serve Niagara
We serve Niagara with pride, care and excellence.

We Value Honesty
We value honesty, integrity and trust.

We Promote Choice
We believe in social, environmental and economic choices that support our diverse community.

We Foster Partnerships
We foster collaboration and value partnerships.

Overall, the corporation will collaborate, develop, communicate, implement, enforce and review its policies as vital documents that establish operational standards for all programs and services.

1.1. All corporate policies and corporate procedures must follow the established templates as per procedural documents C-A-001-002 and C-A-001-003.

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2. Purpose

The policy is to ensure that all subsequent corporate policies will be in compliance with relevant legislation and adheres to the Mission, Vision and Values of the corporation as established by Regional Council.

The policy will establish the approval authority of all subsequent policies (ether Regional Council, Corporate Leadership Team, or CAO/Commissioner) and the most “Responsible Department” that is responsible for implementation and review.

The policy will establish a review cycle to ensure that the policy framework is regularly updated to reflect changes in legislation, operational changes, and when required, alignment with Regional Council’s Strategic Plan.

3. Scope

This policy applies to all subsequent corporate policies (resulting in the influence of departmental and divisional policies) to manage all of the corporation’s programs and services, and thus, the conduct, behavior and actions of all council members, employees, volunteers and contractors (vendors, consultants and when appropriate, suppliers).

3.1. Roles and Responsibilities

3.1.1. Regional Council

Approval authority for all corporate policies.

3.1.2. The CAO

Approval authority for all corporate procedures.

3.1.3. Office of the Regional Clerk

It is the responsibility of the Regional Clerk to ensure all corporate policies and procedures are posted to the corporate policy manual on SHERPA, and that the manual is updated, as policies are revised from time to time.

Initially, all current employees will be provided an opportunity to review the corporate policy manual, and sign (either manually or electronically) that they have reviewed and understand the policies. Thereafter, all new employees will receive policy orientation and training during their “onboarding” process.

When a corporate policy is updated, the Regional Clerk will ensure all employees have been notified of the update. It is the responsibility of the employee, upon receiving notification, to review and comply with the policy update.

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4. References and Related Documents

4.1. Legislation, By-Laws and/or Directives

CAO 5-2017: Q1 CAO Report to Regional Council, March 2, 2017

4.2. Procedures

C-A-001-001 Corporate Policy Framework-Administrative processes and review

C-A-001-002 Corporate Policy Template

C-A-001-003 Corporate Procedure Template

5. Related Policies

6. Document Control

The electronic version of this document is recognized as the only valid version.

Approval History

| Approver(s) | Approved Date | Effective Date |
|-------------|---------------|----------------|
| Council | March 2, 2017 | March 3, 2017 |
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Revision History

| Revision No. | Date | Summary of Change(s) | Changed by |
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