



Policy Review Project Overview

Corporate Services Meeting

April 10, 2025

Overview

Vision:

To achieve a more efficient, modern, transparent, and accountable organization.

Goals:

1. Create a cohesive, centralized, and current repository of City policies.
2. Implement a system for developing policies and tracking policy life cycles.

Scope:

All existing and new City policies, save and except policies related to Owen Sound Police Services and the Owen Sound & North Grey Union Public Library.

Background

- Policies were outdated, difficult to find, and sometimes not policies at all.
- There was no person or team on staff designated to manage policies and trigger regular policy reviews.
- Each division used to create its own policies, resulting in:
 - Duplicate policies on the same topic
 - Inconsistent use of templates or language
 - No policy tracking or standard review dates
 - Inconsistent use of the City website to provide public access

Current approach

- The Manager of Legislative Services works with content experts to develop policies.
- The Information and Privacy Coordinator oversees the records management components (authorization forms, locking policies, workflow)
- Each year one department analyzes its current policy stock and schedules reviews for policies that require updates within the next 5 years.
- Each year the policies slated for review are scheduled into quarters.

Benefits

The project:

1. Eliminates duplicate, obsolete and redundant policies.
2. Implements regular policy review dates.
3. Creates ease of access for public and staff by using topics to organize policies.
4. Prevents restructuring of divisions from impacting the location of policies.

2024

Policy stock analysis:

- City Manager's Office
- Communications
- Community Development and Marketing

Policy Reviews

30 policy reviews scheduled

20 policy reviews completed

2024

Workflow:

- October: notify of upcoming review to be put on workplan
- January: reminder in new year that policy review is due

Citation Canada

- Human Resources training platform
- Can be used for policy dissemination and sign-off

2024

Repeal

- 65 policies recommended for repeal
- Will be removed from the books
- Master Policy Index includes repealed policies

2025

Policy stock analysis

- Public Works and Engineering

Policy reviews

- 45 policies set for review

Organize staff policies

- Present staff policies in manner that is easy to locate and easy to navigate

Recommendation

THAT in consideration of Staff Report CR-25-036 respecting the 2025 Policy Review Project update, the Corporate Services Committee recommends that City Council direct staff to bring forward a by-law to repeal certain policies as outlined in the report.