

Template for Corporate Administrative Policy Submissions

Policy Statement

A clear, concise statement of the government's policy. It may be formed around a course of action the government wishes to take.

Definitions

A statement of the meaning of words which are used in the policy which require specificity.
(if required)

Policy Objectives

States the end result that the policy is trying to accomplish or achieve. The objectives are more specific in terms of what government wants to achieve through the development of the policy.

Application

Indicates to whom the policy applies, including the legislation which governs applicability.

Policy Directives

Binding policy requirements that must be followed. Directives are detailed, remove discretion, and are subject to audit.

Policy Guidelines

Non-mandatory recommendations which facilitate discretion and suggest a preferred course of action.

Accountability

Responsibility for objectives which links policy to the resources / positions responsible.

Monitoring

Designates who will monitor the policy's implementation, performance, and effectiveness.

References

A list of all related legislation and other policies which should be consulted or implemented in conjunction with the policy.

Enquiries

Contact information for the staff position(s) to whom questions are to be directed.

Appendices

Mandatory technical details, specialized glossaries, sample forms, and other relevant information.

Policy History

Approval date – date approved.

Approved by – who approved the policy.

Effective date – date policy came into affect.

Administrative update – non-substantive updates made to the policy which did not require the policy to go back to the approving body.