OCC – Policy Note	Office of the City Clerk

Policy Information — SECTION 1

Policy Name_____

Policy Owner (Name and Position)_____

Policy Supported by: ☐ Procedures ☐ Legislation

Policy Description — SECTION 2

Briefly describe why the policy is required and what areas it will address. Please include reference to any legislative compliance, litigation, audit, need for alignment with best practices, or other factors which have triggered the need for a policy.

Key Considerations/Implications — SECTION 3

Will this policy require a Preliminary Privacy Impact Assessment ◯ Yes ◯ No

Is it anticipated that this policy will result in direct or indirect costs to the City or to a third party? ◯ Yes ◯ No

Are there legislative requirements (federal, provincial, or municipal) which relate to the policy issue? ◯ Yes ◯ No

List the key interested parties for this policy, such as City staff, members of the public, other levels of government, vendors, businesses or organizations, etc.

Approvals — SECTION 4

Manager

Name_____ Signature_____ Date _____

Policy Analyst

Name_____ Signature_____ Date_____