

*Corporate Procedure - Office of the City Clerk***DISTRIBUTION OF FEDERAL AND PROVINCIAL ORDERS**

<b>PURPOSE</b>	<ul style="list-style-type: none"><li>• To ensure Council receives notification of all Federal and Provincial Orders.</li><li>• To ensure open and transparent Government by ensuring all Orders are accessible to the public on the website, as well as other City of Hamilton sites if specified in the order.</li></ul>
<b>DEFINITIONS</b>  <b>Orders</b>	A formal written direction made pursuant to Federal or Provincial legislation.
<b>AUDIENCE</b>	This procedure applies to all City of Hamilton staff who receive Federal and Provincial Orders.
<b>ACCOUNTABILITY</b>	<p>Each General Manager is accountable to ensure that staff in their department are compliant with this procedure.</p> <p>The Director whose program or worksite receives the Order is responsible to send the Order to members of Council and to Digital Communications for posting on the City of Hamilton website.</p>
<b>PROCEDURE</b>	<ol style="list-style-type: none"><li>1. Each General Manager will work with Directors to designate the responsibility to a specific job position within each Division.</li><li>2. Designated staff will ensure all staff are aware of the procedure and the responsibility to comply.</li><li>3. Further, the same Director is responsible for posting the Order in locations that may be specified in the Order itself.</li><li>4. Members of Council will be notified by email of all new orders that are posted to the City's website at the time of the posting.</li></ol>
<b>COMPLIANCE</b>	The Internal Auditor will monitor compliance to this procedure during planned audit functions of division responsibilities and business practices.
<b>EXAMPLES</b>	Orders may be received from, but not limited to:

	<ul style="list-style-type: none"> <li>• Ministry of Labour</li> <li>• Ministry of Health</li> <li>• Ministry of Long Term Care</li> <li>• Ministry of Education</li> <li>• Technical Safety and Standards Association</li> <li>• Information and Privacy Commissioner</li> <li>• Ministry of the Environment, Conservation and Parks</li> </ul>
<b>CONTENT UPDATED</b>	JANUARY 2020
<b>APPROVAL</b>	JANUARY 2020