

Recommendation:

That the Clerk's Office-2022-01 report, dated August 8, 2022, regarding a Policy for Governing Policies No. C-10 received and that the Committee recommends that Council approve the draft Policy at the next Council meeting.

Overview:

One of the recommendations that came out of the 2020 Service Delivery and Organizational Review was that a new system for Township policies be implemented.

1.2.1 Develop a Policy Review Process.	Develop a practice of governance oversight through the routine review of "key" policies (at a minimum once per council term) in order to instill Council's oversight role. Remove procedures from corporate policies. Develop a Policy Review Process. Transition existing policies to set guiding principles, accountabilities and direction as opposed to procedures.
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Now that the Planning and Clerk's Departments have been split, staff have the capacity to begin this project. The first step to the project is to implement a policy to govern policies in the Township to provide guidelines and roles and responsibilities for policy development in the Township.

Conclusion:

The draft policy that is before the Committee, provides a framework for policy creation and will aid Council and staff in a fulsome review of all current policies and the separation of policies from procedures are recommended in the Service Delivery and Organizational Review.

Financial Impact:

There is no financial impact to the Township as a result of passing this policy and the Policy will assist in mitigating the Township's liability as policies are reviewed and updated as required.

Strategic Plan Applicability: To ensure and enable an effective and efficient municipal administration.

Report Approval Details

Document Title:	Township Policy regarding the Approval of Policies and Procedures.docx
Attachments:	- C10 - Policy Governing Policies.docx
Final Approval Date:	Aug 3, 2022

This report and all of its attachments were approved and signed as outlined below:

Elana Arthurs