

## Policy for Governing Policies

Approved By:  
Approval Date:  
Effective Date:  
Revision Date:

### Policy Statement

Policies are the foundation of good governance and ensure a consistent and transparent operation of the Township's services, programs and facilities.

### Purpose:

The purpose of this Policy is to:

- a. Define roles, responsibilities and line of accountability;
- b. Ensure proper controls, compliance and Township wide consistency;
- c. Provide a framework for the approval of Council Policies and Administrative Policies; and
- d. Promote open government and transparency through the public posting of Council Policies and Administrative Policies.

A policy is a written statement of position, intent or direction. It communicates Township priorities, provides guidance for present and future decisions, sets standards of performance and service delivery, and articulates principles of acceptable behaviour and action.

Policies that have corporate-wide application are developed at two distinct levels:

**Council Policies:** Policies that support the work of Council, some of which may be required by legislation and are created by a Resolution or By-law of Council; and

**Administrative Policies:** Matters which focus on the internal operations of the Township and are created by a decision of the Chief Administrative Officer (CAO) in consultation with the appropriate Manager.

The creation of Council Policies can frequently bring about the creation of an Administrative Policy or standard operating procedure to more specifically guide staff in the application of Council's intent. Staff would follow this Policy for guidelines on how a policy is developed, reviewed, approved and made public.

## **Policy Application**

The level of approval required for a policy is dictated by the subject matter.

Council approval will be sought when the policy relates to:

- a. a legislative requirement that a "municipality" shall have a policy
- b. a significant risk of liability to the Township
- c. a desire to articulate a Township position on a public issue;
- d. a specific requirement from Council for the policy;
- e. matters that affect the public directly and significantly;
- f. major budgetary matters;
- g. public accountability; and
- h. strategic direction on Township programs and services.
- i.

Administrative Policies approved by the CAO will provide guidance of matters related to:

- a. implementation of Council decisions;
- b. matters that do not meet the criteria of Council Policies
- c. the general control and administrative management of the municipality;
- d. legislative requirements of an "employer" or "corporation" under other legislation; e.g. Occupational Health and Safety.

Approval of amendments to Council and Administrative Policies falls upon the initial approval authority, whether it be, Council or the CAO.

Council and Administrative Policies will be reviewed and updated a minimum of every five (5) years or more frequently if required by legislation to ensure that they continue to be in compliance and meet the needs of the Township.

Council and Administrative Policies will be communicated and easily accessible to Council, Township staff and the general public to promote accountability, transparency and openness.