



# FORTFRANCES

## BOUNDLESS

### **POLICIES FRAMEWORK POLICY** **GOVERNANCE/COUNCIL 9.1**

# **POLICY**

Created: 2023-11-27

Revised:

Authorized: Schedule A By-Law 86-23

Superseded:

### 1. PURPOSE

This Council Policy provides guidance for developing policy documents for the Town of Fort Frances. In addition, this document is intended to provide a framework that will encourage consistency, control, clarity and quality in the development, approval and review processes associated with Municipal policy.

### 2. POLICY STATEMENT

Policy development is a key responsibility of Council identified in the Municipal Act. Policies and procedures provide the framework within which an organization operates. For local government, they define not only what the municipality does, but how to do it (execute).

Having clear policies offers clarity and helps Councils operate more effectively as a Municipality. It means there will be fewer misunderstandings or debates about what to do in particular situations.

### 3. APPLICATION

This Policy applies to all Members of Council and Municipal Employees of the Corporation of the Town of Fort Frances who are required to actively support and adhere to the Municipal Policies and other Procedures, operating procedures / guidelines developed that is associated with this policy.

### 4. DEFINITIONS

**“Framework”** Framework is defined as a set of ideas, principles, agreements, or rules that provides the basis or outline for something

**“Guidelines”** Principles that set standards that support the course of action.

**“Legislation”** Legislation is defined as a law or laws passed by an official body, especially a governmental assembly

**“Policy”** A general statement of the Municipality’s intentions or objectives in various administrative matters that provides a consistent organizational approach in dealing with such matters. It is narrow enough to give clear guidance, but broad enough to provide for discretion. A Policy is formally adopted by Council By-Law and revision maybe approved via Council resolution.

**“Process”** A series of actions to produce the desired change.

**“Procedure”** An established method for progressing an action. Instruction to all Municipal officials and employees on how to carry out the intent of the Municipality. It states clearly and precisely what must be done, who is to do it, how it is to be done, and when it is to be done. A Municipal procedure is applicable to more than one Department.

**“Standard Operating Procedure”** Detailed instructions authorized by a Manager and normally compiled into a Procedure Manual, directed to employees in the Department. It states clearly and

precisely what must be done, who is to do it, how it is to be done, and when it is to be done (job specific).

“**Template**” something that serves as a master or pattern from which other similar things can be made

## **5. RESPONSIBILITY**

### **6.1 Municipal Council is responsible for:**

6.1.1 The reviewing and final approval of all Corporate Policies and review and amendments of existing Corporate Policies.

### **6.2 The Chief Administrative Officer (CAO) is responsible for:**

6.2.1 Providing approval of the development of policies across the Corporation prior to their authorization at the Council Level.

6.2.2 Directs the implementation and monitors progress of policies and programs approved by Council; evaluates and recommends changes as required.

6.2.3 Ensures that Council policies are promptly and effectively discharged.

6.2.4 Updates existing policies and ensures that all of Council and management are aware of current policies. Ensures that Council is provided with properly researched and coordinated information.

6.2.5 Provides advice and guidance to Council on any new or revised policies or issues that may arise.

## **6. GOVERNING RULES AND REGULATIONS**

### **7.1 Review and Development of Policy:**

7.1.2 The need for a new or revised policy may be required by legislation or may be identified by the department most responsible, the Chief Administrative Officer (CAO), the auditor, the Manager or the Clerk.

7.1.3 Prior to developing or revising a proposed policy or amendment, the department most responsible for the policy should determine the requirements, constraints and expected outcomes of the policies.

### **7.2 Development and Approval of Policy:**

7.2.1 A Policy Template shall be used in the development and revision of all Corporate Policies. The use of this template will ensure consistency of Policy creation/revision throughout the Corporation.

7.2.2 Policies shall be and remain consistent with relevant Federal/Provincial and Municipal legislation as well as the Municipal Strategic Plan as amended from time to time.

7.2.3 Procedures may be developed as the need arises to clarify the steps required to implement and enforce policies but shall be approved by the Chief Administrative Officer.

7.2.4 Standard Operating Procedure may be developed as the need arises to clarify the steps required to implement and enforce the policies and procedures but shall be presented for review to the Chief Administrative Officer.

7.2.5 A preliminary review of each new or revised policy by the appropriate department is required, once approval of the CAO is attained, a final version of the policy along with a Council Report detailing/outlining the policy and reasons for development shall be submitted for the appropriate Council Agenda for formal approval of all Corporate Policies.

### **7.3 Review Process:**

7.3.1 All policies shall be reviewed every five years (or more frequently) on a rolling basis (example: 20% of policies will be reviewed every year) and in accordance with the following:

7.3.1.1 External drivers, such as legislation changes, court decisions, government policies or strategies.

7.3.1.2 Internal drivers, such as Council decisions, new strategies, identification of issues by stakeholders or staff, new practices, or new technologies.

7.3.2 If there is no alternate review date which has been established and highlighted within the policy then 7.3.1 above shall apply.

7.3.3 The review process ensures that the periodic review of all policies takes place so that the policy continues to be relevant, current and supports the achievement of desired objectives.

7.3.4 Should minor revisions to policies be required i.e. formatting, numbering, typos, spelling etc., The Clerk will make these minor revisions without reporting them to Council as long as these minor changes do not change the content or intent of the policy itself.