

The Corporation of the Township of Hornepayne

By-Law No. 2157-25

**Being a By-law to adopt a Municipal
Policy Governance Framework.**

WHEREAS Section 8 of the Municipal Act 2001, S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to Municipal issues; and,

WHEREAS Council deems it desirable to enact a Municipal Policy Governance Framework;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Hornepayne:

- 1) **THAT** Schedule "A" entitled "Policy GOV.01 - Municipal Policy Governance Framework" attached hereto forms an integral part of this By-Law;
- 2) **THAT** the Mayor and the Clerk are hereby authorized to sign and affix the corporate seal for, and on behalf of, the Corporation to give force and effect to this By-Law; and,
- 3) **THAT** this By-Law shall come into force and take effect upon passage.

Read a first and second time this 10th day of September 2025.

Read a third time and finally passed this 10th day of September 2025.

Presiding Officer

Clerk



TOWNSHIP OF

Hornepayne

POLICY TITLE:	Municipal Policy Governance Framework
POLICY NO.:	GOV.001
DEPARTMENT:	Office of the CAO; Office of the Clerk
EFFECTIVE DATE:	September 10, 2025
ENACTED BY:	By-Law No. 2157-25

Table of Contents

1. Policy Statement	2
2. Policy Purpose.....	2
3. Definitions	2
4. Framework.....	2
4.1. Policy Development.....	2
4.2. Roles and Responsibilities.....	3
4.3. Corporate Policies.....	3
4.4. Administrative Directives.....	4
4.5. Naming Conventions.....	5
4.6. Format	6
4.7. Communication	6
4.8. Review.....	6
5. Policy Adoption and Review	7

1. Policy Statement

The Corporation of the Township of Hornepayne is dedicated to developing and maintaining policies and procedures that support the achievement of its goals and priorities and provide transparency, clarity, fairness, and consistency in decision-making concerning the administration and operations at the Township of Hornepayne.

2. Policy Purpose

The purpose of this policy is to establish a clear framework for the creation, adoption, and implementation of policies for the Township. This framework delineates the roles and responsibilities of Council and staff in developing and administering policies in accordance with the Municipal Act, 2001, as amended, and any other relevant legislation.

3. Definitions

- a. **“Administrative Directive”** refers to a written direction approved by the CAO that focuses on the internal operations of the Township as a corporation. Administrative directives outline delegations of authority by Council to the CAO and other municipal officers, and are focused internally, impacting the work and behaviour of internal staff, contractors, and consultants.
- b. **“CAO”** refers to the Chief Administrative Officer for the Township of Hornepayne.
- c. **“Corporate Policy”** refers to a written statement of position, intent, or direction that 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. Corporate policies can be required by legislation. Corporate policies are externally focused, relating to interactions between the Township, the public, and other external entities, and are applicable to staff and residents. Corporate policies must be approved by Council.
- d. **“Procedures”** refers to administrative guidelines that set out the steps to be followed to implement and achieve the desired outcome of the policy.

4. Framework

4.1. Policy Development

- a. A policy is a deliberate system of principles designed to guide decisions and achieve rational outcomes in an open, transparent, and accountable manner. It outlines what is to be done and must align with the organization's overall goals and strategic directions. Additionally, it serves as a statement of intent, implemented as a procedure or protocol.

4.2. Roles and Responsibilities

- a. Council is responsible for approving all corporate policies through Resolution or By-Law.
- b. The Chief Administrative Officer (CAO) is responsible for:
 - i. Approving and implementing administrative directives;
 - ii. Ensuring Council has appropriate policies to deliver services with accountability and due diligence; and,
 - iii. Ensuring Council's policies, plans, and decisions are implemented.
- c. The Clerk is responsible for:
 - i. Ensuring corporate policies and administrative directives align with current practices and precedents to ensure a complementary organizational policy environment;
 - ii. Establishing and updating templates for policy documents and guidelines to ensure consistent format and assist staff in effective policy writing;
 - iii. Identifying conflicting provisions between corporate policies and/or administrative directives, and assisting in their resolution;
 - iv. Consulting and providing advice to relevant departments in the development, review, updating, or rescission of a corporate policy and/or administrative directive;
 - v. Making administrative amendments to policies to ensure compliance as a result of changes to statute or regulations and making minor corrections to eliminate technical or typographical errors or any other corrections that do not materially alter the intent and purpose of the original document.
 - vi. Co-ordinating the policy review cycle; and,
 - vii. Classifying and indexing policies, in consultation with the CAO, and co-ordinating their publication.

4.3. Corporate Policies

- a. Corporate policies express the intention of the decision-making body (Council) of the municipal corporation (the Township of Hornepayne).
- b. Corporate policies centre around core "public policy" decisions that weigh competing economic, social, and political factors which require value judgements

- c. Corporate Policies may also:
 - i. Encourage or require Council to consider certain factors in decision-making, or refrain from considering irrelevant ones;
 - ii. Follow a particular process in making a decision; or
 - iii. Guide future actions and decision by Council
- d. The Municipal Act, 2001, s. 270, sets out the mandatory policies the Township must adopt:
 - i. Sale and other disposition of land
 - ii. Hiring of employees
 - iii. Relationship between members of council and officers and employees of the municipality
 - iv. Procurement of goods and services
 - v. Provision of public notice
 - vi. Accountability and transparency
 - vii. Delegation of authority
 - viii. Protection and enhancement of tree canopy and natural vegetation
 - ix. Pregnancy and parental leave by members of council
- e. Council may adopt other discretionary policies:
 - i. Elections recounts
 - ii. Allocation of servicing capacity
 - iii. Member of council expense policy
 - iv. Council vacancy policy

4.4. Administrative Directives

- a. The Municipal Act, 2001, s. 227, establishes that municipal administration's role is to "implement council's decisions and establish administrative practices and procedures to carry out council's decisions".
- b. Administration must determine how the program will be carried out most effectively and efficiently.
- c. Administrative directives are distinct from Council's public policy decisions. Administrative directives are the directives, practices, and procedures established by municipal administration (i.e., senior management) to assist in the implementation of Council's public policy decisions.

- d. Administrative directives have the following purposes:
 - i. Aid in the implementation of a Council decision or policy.
 - ii. Ensure consistency in the provision of services and programs.
 - iii. Ensure services and programs are provided in a manner that meets the Township's standard of care and level of due diligence.
- e. Developing administrative directives often requires specialized expertise, or knowledge of subject matter or operations. Senior Management is in the best position to determine these policies.
- f. In some services and programs, municipalities owe a "duty of care" to the public and must take reasonable precautions to avoid foreseeable harms (i.e., the "standard of care"). Administrative directives, practices and procedures ensure those standards are established, updated as needed, and followed.

4.5. Naming Conventions

Corporate policies and administrative directives shall be organized under the following categories (with their 3-digit category codes):

- a. **Administration (ADM)** – policies related to operational items, such as communications, information and technology, privacy, and security.
- b. **Finance (FIN)** – policies related to internal financial controls and operations, such as asset management, budget, financial operation controls, financial planning controls, and procurement.
- c. **Governance (GOV)** – policies related to Council, or means by which the Township is governed and Council remains accountable and transparent, such as Council and Committee policies, elections, and records management.
- d. **Human Resources (HRM)** – policies related to employees of the Township, such as development, management, recruitment, and health and safety.
- e. **Public Works, Roads, and Recreation (PWR)** – policies related to infrastructure and facilities, road maintenance, construction services, recreation facilities, parks, general public amenities, etc.
- f. **Economic and Community Development (ECD)** – policies related to the development of community initiatives, tourism, cultural events, community development activities, and strategic planning for economic growth.

The Clerk will assign all policies and directives a policy number prior to or after approval. All policy numbers will be determined according to the category and the next available policy/directive number.

In order to standardize the categorization and numbering of policies, the following naming convention has been established: Category Code (period) Number of Policy/Directive.

4.6. Format

Corporate policies shall be prepared using the following format:

- a. At the top of the first page of the policy document:
 - i. **Policy Name:** (Corporate Policy Title)
 - ii. **Policy Number:** (Provided by the Clerk's Office)
 - iii. **Department:** (Department under which the policy falls)
 - iv. **Effective Date:** (Date on which the policy is approved by Council)
 - v. **Enacted By:** (By-Law or Resolution number through which the policy is enacted)
- b. Table of Contents (when required)
- c. Sections:
 - i. **Policy Statement** (states the objective of the policy)
 - ii. **Policy Purpose** (states what the purpose of the policy is, desired effects/outcomes, and related legislation, regulations, and/or requirements that are relevant to the policy)
 - iii. **Definitions** (if applicable)
 - iv. **Policy** (the actual policy – may require multiple headings)
 - v. **Policy Adoption and Review** (states date of adoption, By-Law and/or Resolution number, most recent review, and if changes were made)

4.7. Communication

- a. Policies shall be communicated to all relevant stakeholders, including elected officials, employees, contractors, and the public, as appropriate.
- b. Communication methods may include publication on the Township website, Council information package, distribution via email or mail, posting in Township facilities, and any other means deemed suitable.

4.8. Review

- a. Policies are reviewed once per term of Council unless otherwise stated within the respective policy.
- b. The need for a new or revised policy document may be required by legislation or identified by a department.

- c. Prior to developing or revising a policy document, the department most responsible for it should determine the requirements, constraints and expected outcomes.
- d. The Clerk will provide support to departments developing policies to ensure conformity to the requirements of this policy.

5. Policy Adoption and Review

Date of Adoption by Council	By-Law or Resolution No.	Date of Most Recent Review by Council	Changes Made Yes/No
September 10, 2025	By-Law No. 2157-25	September 10, 2025	No (New)