


Policy

	Policy:	Policy Framework		
	Department:	Office of the CAO		
	Division:	Clerks	By-Law No.:	2024-083
	Administered by:	Municipal Clerk	Approval Date:	December 16, 2024
	Replaces:	Policy Framework – December 18, 2020		
	Attachment(s)	N/A		

1. POLICY STATEMENT

The Corporation of the Town of Amherstburg is committed to establishing a framework for administrative policies that support the Town’s vision, mission and values. The development of clearly stated policies will be managed in accordance with this established framework.

2. PURPOSE

- 2.1. This policy framework provides a consistent and uniform approach to the development and maintenance of policies.
- 2.2. This policy ensures a sound framework for the creation, revision, review, and approval process of all policies.

3. SCOPE

- 3.1. This policy applies to all departments and employees of the Town of Amherstburg.
- 3.2. This policy shall be reviewed every five (5) years from the date it becomes effective, and/or sooner at the discretion of the Chief Administrative Officer (CAO) or designate.

4. DEFINITIONS

Common definitions, acronyms, and terms are available in the Glossary located on the Town’s Policies webpage.

5. INTERPRETATIONS

Any reference in this Policy to any statute or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a by-law or Town policy shall be deemed to be a reference to the most recent passed policy or by-law and any replacements thereto.

6. GENERAL CONDITIONS

6.1. Policy Framework

This Policy Framework provides the foundation for developing and maintaining documents that support the efficient and effective operation of the Town's businesses.

6.2. Policy Development

- 6.2.1. The need for new or amended policies may be required by legislation or deemed necessary by Council, the CAO or by Department Directors.
- 6.2.2. The department most responsible for the policy will identify the requirements of the policy including such considerations as constraints and expected outcomes in collaboration with affected operating areas.
- 6.2.3. Policy development will consider areas of overlap, contradiction, duplication and or integration with other existing policies.
- 6.2.4. Policy development will reflect current legislation and align with municipal By-laws.
- 6.2.5. Administration will develop and implement procedures where necessary to clarify the steps required to implement and enforce policies

6.3. Legislation

- 6.3.1. Policies will be based on governing Federal, Provincial and Municipal legislation and in accordance with the Municipal Act.
- 6.3.2. Policies will be consistent with relevant By-laws passed by Town Council.

6.4. Principles of Policy

- 6.4.1. All policies will align with the Town of Amherstburg's vision, mission, and values and support the Town's strategic plans, where applicable.
- 6.4.2. Policies are developed as statements of principles or position that is intended to guide or direct decision making and operations of the organization.
- 6.4.3. Policies will be relevant in their intent and meaning.
- 6.4.4. Approved policies shall set the standards for expectations and accountability of the administration.
- 6.4.5. All policy documents will contain plain, clear, concise language allowing a wide range of users to understand the content.
- 6.4.6. Policies will be posted on the Town's website.

7. RESPONSIBILITIES

- 7.1. **Council** has the authority and responsibility to:
 - 7.1.1. Adopt all new and amended municipal policies in accordance with legislative changes, best practices and good corporate governance.
- 7.2. The **CAO** has the authority and responsibility to:
 - 7.2.1. Oversee all policy and procedures of the Town of Amherstburg.
 - 7.2.2. Direct the review of municipal policy to provide Council with policy updates reflective of legislative changes, best practices and good corporate governance.
- 7.3. The **Senior Management Team** has the authority and responsibility to:
 - 7.3.1. Review and provide recommendations with regards to amended or new policy prior to Council consideration.
 - 7.3.2. Review and identify policies that require amendments in accordance with legislative changes, best practices and good corporate governance.
 - 7.3.3. Determine the need for developing new policy to address such things as emerging trends, legislative changes or service delivery models.
 - 7.3.4. Consult other relevant stakeholders when necessary.
 - 7.3.5. Ensure appropriate training is provided so the policy is well communicated and understood by all who need to know.
- 7.4. The **Clerk** has the authority and responsibility to:
 - 7.4.1. Provide support in the development and revision of policies.
 - 7.4.2. Review draft policies and provide advice and recommendations relative to risk management.
- 7.5. The **Policy Coordinator** has the authority and responsibility to:
 - 7.5.1. Maintain the corporation's policy management program by conducting research on policy issues, identifying gaps and coordinating amendments for legislative changes in consultation with departmental staff.
 - 7.5.2. Post approved policies to the Town's website.
 - 7.5.3. Determine areas of overlap in existing/new policies and recommend rescinding or revising where necessary.
- 7.6. **Staff** have the responsibility to:
 - 7.6.1. Comply with all policies approved by Council.

8. REFERENCES AND RELATED DOCUMENTS

- 8.1. *Municipal Act, 2001*
- 8.2. Town of Amherstburg Community Based Strategic Plan 2016-2021
- 8.3. Policy Template