

 DISTRICT OF RAINY RIVER SERVICES BOARD	SECTION: Governance
	POLICY TITLE: Governance Framework
POLICY NO: G-0.0	POLICY AREA: Governance System
ORIGINAL DATE: September 15, 2006	OWNER: Corporate Secretary-Treasurer (CAO)
REVISION DATE: May 21, 2026	APPROVAL AUTHORITY: Board of Directors
NEXT REVIEW DATE: May 2030	APPROVED BY: Resolution #27/26

1. Purpose

To establish the DRRSB policy framework so that Board direction, administrative authority, and supporting documentation are clear, consistent, current, and aligned with legislation, Board by-laws, and good governance practice. This 2026 modernization of the DRRSB's 2006 framework preserves the original distinction between Board and administrative policy while introducing a clearer hierarchy with modern categories and a more precise governance-versus-operations boundary.

2. Scope

This policy applies to all Board-approved and administrative policies and to related procedures, standards, guidelines, protocols, forms, templates, checklists, and other implementation tools used by the DRRSB.

3. Standards

3.1 The Board governs through applicable legislation, regulation, DRRSB By-law No 1, and Board-approved policy.

3.2 The Board sets organizational direction, accountability, authority, and limits through Board-approved policy.

3.3 The DRRSB shall maintain a policy system that:

- Supports good governance and sound administration;
- Promotes consistency, accountability, and legal compliance;
- Keeps policy at the appropriate level; and
- Ensures current approved documents are organized and accessible.

3.4 Administration is expected to support implementation through the development of clear and understandable material that may include operational direction, guidance, processes, standards, protocols, forms, tools, and service-specific requirements, provided they are consistent with legislation, DRRSB By-law, and Board-approved policy.

3.5 The DRRSB shall use the lowest appropriate level of documentation necessary to provide clear direction and support compliance. Not every matter requires a Board policy.

3.6 Current approved versions of policies and related documents shall be maintained through an official policy register and document control process.

4. Policy

4.1 Governance policies are approved by the Board and establish how the Board governs, exercises oversight, conducts itself, delegates authority, monitors performance, and maintains accountability.

4.2 Corporate policies are approved by the Board where organization-wide direction is required on matters of significant fiduciary, legal, financial, strategic, reputational, or enterprise importance.

4.3 Administrative policies are approved by the Chief Administrative Officer (CAO) and guide operations. They may be organization-wide or service-specific and must align with higher-order authority (e.g., legislation, regulations, DRRSB By-law, and Board-approved policies).

4.4 Procedures, standards, guidance, protocols, forms, templates, etc. may be developed by Administration to support implementation, consistency, training, and operational clarity.

5. Roles and Responsibilities

5.1 The Board is responsible for:

- Setting overall governance expectations and strategic accountability requirements;
- Approving Board governance and required corporate policies; and
- Monitoring whether the policy system remains appropriate, current, and effective.

5.2 The CAO is responsible for:

- Supporting the Board in policy development, review, and implementation;
- Approving all administration policies and ensuring administrative policies and practices align with Board direction; and
- Establishing and maintaining an official policy register.

5.3 Senior Management is responsible for:

- Supporting the implementation of all organizational policies; and
- Developing, seeking approval for, implementing, and maintaining administrative policies and supporting documents within their areas of responsibility.

5.4 All staff are responsible for complying with applicable policies and for seeking clarification where expectations are unclear.

6. Policy Development, Review, and Maintenance

6.1 Policies shall be reviewed on a regular cycle, or sooner where required.

6.2 Superseded, repealed, or consolidated policies shall be removed from active use and retained in accordance with records management requirements.

7. Interpretation

7.1 Nothing in this policy framework limits the Board's authority to approve policy in any area it considers necessary.

7.2 Where a collective agreement applies, the collective agreement prevails to the extent of any inconsistency with an administrative policy or related guidance document.

8. Related Tools and Policies

- DRRSB By-Law No. 1
- DRRSB Policy Register
- Implementation guidance, as relevant