

POLICY #101C

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Policy Title:	Policy Governance Framework
Policy Number:	101C
Approval:	Town Council
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Policy Statement

Policies are created to set out a standard of performance or to address a discretionary duty the Town will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service to which the Town will perform. Town of Olds policies will be developed and approved using two separate tiers of authority.

1. Purpose

- 1.1 To provide a framework for developing and classifying Town policies into either Council Policies or Administrative Policies.

2. Definitions

- 2.1 **"Administrative Policy"** means a Policy that focuses on how the Town does business within its own operations. These Policies:
 - (a) are internal in nature;
 - (b) deal strictly with administrative matters;
 - (c) relate directly to the operations of the Town; and
 - (d) generally, impact only Town employees.

Administrative Policies are approved by the Town Manager and the Leadership Team.

- 2.3 **"Council Policy"** means a Policy that focuses on Town residents, business and the general public and their relation to the Town or Town facilities or on standards Council sets for themselves. These Policies:
- (a) outline services and/or programs performed by the Town;
 - (b) relate to areas of governance;
 - (c) provide strategic direction; and
 - (d) generally, impact the Town as a whole.

Council Policies are approved by Council.

- 2.4 **"Procedure"** means a procedure that is approved by the Leadership Team. Administrative Procedures set out who does what, how and in what sequence; the method of carrying out policy.
- 2.5 **"Review Schedule"** means a listing of all active and Policies which indicates what Policies will be reviewed in a given year and status of the review.
- 2.6 **"Town"** means the municipal corporation of the Town of Olds in the Province of Alberta.

3. Standards

3.1 Council:

- (a) must approve Council Policies; and
- (b) may provide direction to the Town Manager for the development or amendment of Council Policies.

3.2 Town Manager must:

- (a) recommend proposed Council Policies to Council;
- (b) recommend proposed amendments to Council Policies to Council;
- (c) ensure all approved Council Policies are communicated to the public;
- (d) approve Administrative Policies;
- (e) ensure all approved Council and Administrative Policies are implemented and adhered to by staff;

- (f) act as the final authority to designate a policy as either a Council Policy or an Administrative Policy; and
- (g) ensure Policies are reviewed and reported on in accordance with the Policy Review Program Policy.

4. Review Timeline

- 4.1 Review of Policies & Procedures must occur at a minimum every four (4) years from the year they were last reviewed.

Supporting Documentation:

- a) Policy & Procedure Development 101P*
- b) Policy Review Program 101AP*