



101C
Policy and Procedure Development

Supporting Procedure: 101P

Prepared By: Office of the CAO

Council Approval Date: 19-411

Effective Date: Immediately

Council Resolution No.: 19-Dec-09

References: Municipal Government Act

POLICY STATEMENT

Town of Olds shall establish a consistent approach and philosophy for the development and approval of Town of Olds policies and procedures.

PURPOSE

To establish a consistent process for the development, approval, and formatting of Town of Olds policies and procedures.

SCOPE AND GUIDELINES

This policy applies to all members of the Town of Olds Council and Town of Olds employees.

DEFINITIONS

“Administrative Procedures” are those administrative processes that support Council policy, as approved by the Chief Administrative Officer. It is how a policy is implemented.

“Council Policy” shall refer to policy regarding governance, public issues, and services to the public, which requires Council approval.

“Executive Team” shall mean the Senior Leadership as determined by the Chief Administrative Officer.

“Policies and Priorities Committee” is the formal designation of the Committee of the Whole, and is comprised of each member of the Town of Olds Council.

RESPONSIBILITIES

As per the Municipal Government Act, Councillors have the following duty as it relates to policy:

- Council’s principle role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

Town Council shall approve policies that address issues within the realm of governance such as, but not restricted to:

- Strategic direction
- Service levels
- Council roles and responsibilities

The CAO shall implement Council Policy and administer procedures that address administrative and operational responsibilities of the Town of Olds.

STANDARDS

1. Policies shall be consistent with relevant federal and provincial government legislation and regulations, as well as Town of Olds bylaws and any other related town policy.
2. All Council policies must be available to Council, town employees and the public to promote accountability, transparency and openness.
3. Council policies are to be recommended for approval by the Policies and Priorities Committee to Town Council.
4. The CAO or designate(s) shall review all policies within an electoral mandate, to ensure that they continue to be relevant and current.
5. Administrative Procedures may be developed by departments or on the direction of the CAO (or designate) to operationalize a policy. Approved procedures shall be available to Council for information.
6. All Policy and Procedures are records of the Town of Olds and as such are subject to the Records Management Bylaw schedule.