



# TOWN POLICY

## COUNCIL POLICY: Policy Development

**POLICY NUMBER: P-50-3**

**RESOLUTION NUMBER:** 2025-36

**ADOPTED:** February 11, 2025

**REFERENCE:**

*Freedom of Information and Protection of Privacy Act  
Municipal Government Act*

**SUPERSEDES:**

P-50, P-50-1, HR-119, P-50-2

**PREPARED BY:** Assistant Administrator

**DATE:** February 7, 2025

**UP FOR REVIEW:** February 11, 2030

---

### Policy Statement:

The Town of Cardston shall establish a consistent approach and philosophy for the development and approval of Town of Cardston policies.

The Town of Cardston Policy Manual contains statements of policies and procedures to be followed by all Department Administrators and Supervisors. It is to serve as a permanent reference and working guide for personnel in the day-to-day administration of our policies, procedures and practices.

These written policies and procedures should increase understanding, eliminate the need for personal decisions on matters of Town policy, and help to assure uniformity throughout our organizations. It is the responsibility of each and every member of management to administer these policies in a consistent and impartial manner. For more complete understanding, employees should be permitted to read the policies and familiarize themselves with the detail.

Policies and Procedures are subject to modification and further development in light of experience. Therefore, changes of intent, interpretation and administration will occur periodically. All such changes will be recorded in the form of a policy or procedure and issued to holders of the manual routinely. It is the responsibility of the Chief Administrative Officer, or their designate, to be certain that the manual is kept current, policies are understood by all employees, and that they are interpreted and administered uniformly.

---

### The purpose of this policy is to:

Establish a consistent approach for the development, approval, distribution and formatting of Town of Cardston policies, procedures and guidelines.

---





# TOWN POLICY

TITLE: Policy Development

POLICY NUMBER: P-50-3

## 1) DEFINITIONS

- (a) "*Administrative Policy*" means written direction of the CAO to staff regarding operational matters and internal administration. Administrative Policies that are created, amended, or made obsolete require the approval of the CAO.
- (b) "*Administrative Procedures*" means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the CAO.
- (c) "*CAO*" means the Chief Administrative Officer of the Town or his / her designate.
- (d) "*Council Policy*" means commitment and direction of council regarding matters of governance, public service, programs and standards of performance for the Town, based on council's values, priorities and strategic direction. A Council resolution is required to approve Council Policies that are created, amended, or rescinded.
- (e) "*Council Protocol*" means the mandatory set of decision-making rules/instructions/standards based on best practice (Guidelines) specific to the Practice. A Protocol defines a set of Procedures or steps to be followed for the accomplishment of a given task.
- (f) "*Guidelines*" means written standards, actions and processes that guide staff of a particular department or service area, and may include standard operating guidelines, standard operating procedures or standard work practices. Staff is expected to follow guidelines. Guidelines are approved by a department manager or designate.
- (g) "*Management*" means the CAO, Assistant Administrator, Department Heads, and Managers.
- (h) "*Policy Manual*" means the complete collection of approved Council and Administrative policies.

## 2) SCOPE & AUTHORITY

- (a) Town policy governs the functions and agents indicated therein. As such, Town officials and employees shall understand, and conduct themselves in accordance with, the Policy Manual.
- (b) The authority for the Policy Manual ultimately rests with Town Council. Any changes, additions or subtractions from the Policy Manual are subject to this policy.
- (c) The CAO may approve policies that are purely administrative, but Council has authority over all policies that fall within the realm of governance.
- (d) Council may by resolution choose to adopt any Administrative Policy as a Council Policy.

## 3) STORAGE & DISTRIBUTION

- (a) The hard copy policy manual shall be kept by the CAO in a binder titled, "Policy Manual".
  - i. The Policy Manual binder shall consist of original, signed copies of all adopted policies.
  - ii. Hard copies of rescinded policies shall be destroyed.
- (b) The digital Policy Manual shall be stored on:





# TOWN POLICY

**TITLE: Policy Development**

**POLICY NUMBER: P-50-3**

- i.** the Town Server in a folder titled, "Policy Manual", and
  - ii.** the Town website
- (c)** When any change occurs to the Policy Manual through the amendment, rescission, or adoption of policy, all full-time staff and members of council will be notified of the specific change by email.
- (d)** In the event that the Policy Manual is changed through policy amendment or adoption, notice sent in accordance with subsection 3(c) shall include a digital copy of the amended or adopted policy.

## **4) RESPONSIBILITIES**

- (a)** Where Council determines it appropriate, Council will approve policies that address issues within the realm of governance:
  - i.** Where authority is being delegated in accordance with legislation;
  - ii.** Where access to and/or provision of service is being determined;
  - iii.** Where matters have inherent liability risks such as road and infrastructure construction, design standards, maintenance and repair, provision of fire services and the operation of public facilities;
  - iv.** For management of the budget process;
  - v.** For direction on council roles, responsibilities and conduct;
  - vi.** Where Council is providing an official position on plans to govern the people of Cardston;
  - vii.** To provide directions for carrying out council's strategic plan, priorities, and the goals of the Cardston Community Plan.
- (b)** The CAO, after consultation with the mayor if necessary, and in accordance with the direction and intent of this policy, is responsible for determining which policy issues should be brought to council for approval as Council Policy.
- (c)** The CAO is responsible for ensuring appropriate Administrative Policies, Administrative Procedures, and Guidelines are developed, approved, implemented, and monitored.
- (d)** Management is responsible for ensuring employees are aware of, carry out, and comply with
  - i.** Council Policies and Protocols, and
  - ii.** Administrative Policies, Procedures, and Guidelines.
- (e)** The CAO is responsible for maintaining the record copies of and a review schedule for
  - i.** Council Policies and Protocols, and
  - ii.** Administrative Policies, Procedures, and Guidelines.





# TOWN POLICY

**TITLE: Policy Development**

**POLICY NUMBER: P-50-3**

## 5) STANDARDS

- (a) All policies, protocol, procedures, and guidelines shall be consistent with one another, Town bylaws, and relevant federal and provincial legislation and regulations.
- (b) Policies shall be drafted in a consistent format acceptable to the CAO.
- (c) Development of policies and procedures may include consultation and participation of other departments, staff, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy or procedure.
- (d) In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

### (e) Council Policies and Protocols:

- i. Are developed at the direction of Council or the CAO;
- ii. Shall include:
  - Title that expresses its scope in a simple manner,
  - Reference number assigned by the CAO,
  - Reference to any act, bylaw, resolution of Council, or other document lending authority to it as required, and
  - Date of adoption and review;
- iii. Are circulated to Management for input prior to submission to Council;
- iv. May be made available for public input at the discretion of Council;
- v. Are approved by majority vote of Council unless legislation requires a bylaw for approval (i.e., addressing Council conduct);
- vi. Are reviewed regularly by the Policy Review Committee and either
  - amended as necessary to the satisfaction of Council, or
  - if no changes are required, given a new review date without Council resolution;
- vii. May be repealed by a majority vote of Council.

### (f) Administrative Policies and Administrative Procedures:

- i. Are developed at the direction of the CAO;
- ii. Shall include:
  - Title that expresses its scope in a simple manner,
  - Reference number assigned by the policy database,





# TOWN POLICY

---

**TITLE: Policy Development**

**POLICY NUMBER: P-50-3**

---

- Reference to any act, bylaw, resolution of Council, or other document lending authority to it as required,
  - Identification of the department(s) to which it pertains,
  - Date of adoption and review,
  - CAO signature;
- iii.** Are reviewed by Management prior to adoption;
- iv.** Are approved by the CAO;
- v.** Are reviewed regularly by the CAO and manager of the applicable department and amended as necessary.

**(g) Access to Information:**

- i.** The Policy Manual will be posted on the Town of Cardston website and otherwise be routinely available to the public on request.
- ii.** Administrative Procedures and Guidelines will be made available to the public in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.



