



TOWN POLICY

COUNCIL POLICY:

Policy Development

POLICY NUMBER: P-50-1

RESOLUTION NUMBER: 2023-177

ADOPTED: September 12, 2023

REFERENCE:

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

SUPERSEDES:

P-50

PREPARED BY: Chief Administrative Officer

DATE: July 5, 2023

UP FOR REVIEW: September 12, 2028

Policy Statement:

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

The purpose of this policy is to:

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

1) SCOPE

- (a) This policy applies to all Town of Cardston employees.

2) DEFINITIONS

- (a) "Administrative Policy" means written direction of the Town Manager to staff regarding operational matters and internal administration. Administrative Policies that are created, amended, or made obsolete require the approval of the Town Manager.
- (b) "Administrative Procedures" means specific written processes that support a policy. Procedures that are created, amended or made obsolete require the approval of the Town Manager.
- (c) "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 A Council resolution is required to approve Council Policies that are created, amended, or rescinded.
- (d) "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.





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- (e) "*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.
- (f) "*Management*" means the Town Manger and Managers.
- (g) "*Town Manager*" means the Chief Administrative Officer of the Town or his / her designate.

3) 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 Town Manager, 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. The Town Manager is responsible for ensuring appropriate Administrative Policies, Administrative Procedures and Guidelines are developed, approved, implemented, and monitored.
- (c) The Management team is responsible for ensuring employees are aware of, carry out, and comply with Council Policies and Administrative Policies, Procedures, Protocols and Guidelines.
- (d) The Municipal Clerk is responsible for maintaining the record copies of, and a review schedule for, Council Policies, Administrative Policies, Procedures, and Protocols.

4) STANDARDS

- (a) All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and policies.
- (b) Policies shall be drafted in a consistent format acceptable to the Town Manager.
- (c) Council Policies and Protocols:





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- i.** Are developed at the direction of Council or the Town Manager;
 - ii.** Are circulated to the Management team for input prior to submission to Council;
 - iii.** May be made available for public input at the discretion of Council;
 - iv.** Are approved by majority vote of Council unless legislation requires a bylaw for approval (ie., addressing Council conduct);
 - v.** Are reviewed regularly by Council and amended as necessary;
 - vi.** May be repealed by a majority vote of Council.
- (d)** Administrative Policies and Administrative Procedures:
 - i.** Are developed at the direction of the Town Manager;
 - ii.** Are reviewed by the Management team;
 - iii.** Are approved by the Town Manager and the manager of the department who drafted the policy or procedure;
 - iv.** Are reviewed regularly by the Town Manager and manager of the applicable department and amended as necessary.
- (e)** 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. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the Town Manger may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.
- (f)** Approved policies and procedures will be made accessible to council and staff for information.
- (g)** Access to Information
 - i.** Council policies will be posted on the Town of Cardston website and otherwise be routinely available to the public on request.
 - ii.** Administrative Policies, 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.
- (h)** Unless specifically noted these standards do not apply to Guidelines.
- (i)** Council Policies up for review will be reviewed annually by the Policy Review Committee.
 - i.** If there are no changes needed for a policy up for review, it is sufficient to update the review date without a resolution of Council.



