



TOWN POLICY

COUNCIL POLICY:

Policy Development

POLICY NUMBER: P-50-2

RESOLUTION NUMBER: 2024-76

ADOPTED: March 25, 2024

REFERENCE:

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

SUPERSEDES:

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

PREPARED BY: Chief Administrative Officer

DATE: March 18, 2024

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 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.





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1) SCOPE, AUTHORITY AND DISTRIBUTION

- (a) This policy applies to all Town of Cardston employees.
- (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. The CAO may approve policies that are purely administrative, but Council has authority over all policies that fall within the realm of governance. Council may by resolution choose to adopt any administrative policy as a council policy.
- (c) A copy of the Policy Manual shall be distributed to:
 - i. Chief Administrative Officer (Master copy with signed policies).
 - ii. The manager or head of each department in the organization.
 - iii. Each facility in the Town of Cardston staffed by town employees.
 - iv. Online at <https://www.cardston.ca/government/policies>

As updates are required, they will be distributed to each department. It is the responsibility of the manager or their designate to update the policy manuals in their departments. If for some reason an employee leaves a management position, they must return their policy manual to their supervisor.

2) 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 and Department Heads or Managers.





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(h) "Policy Manual" means the complete collection of approved Council and Administrative policies.

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 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. The CAO 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 CAO.

(c) Council Policies and Protocols:

- i. Are developed at the direction of Council or the CAO;
 - Each policy or protocol shall have a reference number;
 - The number of any new council policy or protocol shall be assigned by the CAO; and,
 - The current policy or protocol being amended shall have its reference number already assigned and must be listed on the new policy or protocol being updated.





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- If a policy or protocol relates to an act, By-law, or motion or resolution from Council, reference is needed on the document. Once a policy or protocol becomes effective, the date of acceptance shall be noted on the document.
- 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.
- vii. Procedures for Council Policies shall receive authority from Town Council and generally refer to a way in which a policy may be carried out.

(d) Administrative Policies and Administrative Procedures:

- i. Are developed at the direction of the CAO;
 - Each policy shall have a reference number—as assigned by the Policy Database—and fall under the scope of a specific department of administration.
 - The CAO shall approve Administration Policies by signing a physical copy to be kept in Policy Manual in the CAO's office. The Policy Manual in the CAO's office shall be considered to be the master copy. All other manuals and printed policies will be printed with the CAO's digital signature.
 - Each policy shall have a title and should identify the policy for indexing purposes. The title should be simple and express the way the policy will usually be referred to.
- ii. Are reviewed by the Management team;
- iii. Are approved by the CAO and the manager of the department who drafted the policy or procedure;
- iv. Are reviewed regularly by the CAO and manager of the applicable department and amended as necessary.
- v. Procedures for Administrative Policies shall receive authority from the CAO and generally refer to a way in which a policy may be carried out.

(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.





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(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.



