

Title: POLICY DEVELOPMENT

Policy No: 1001

Effective Date: July 8, 2019

Motion Number: 19.07.537

Supersedes Policy No: (None)

Review Date: July 8, 2022



Purpose: The purpose of this policy is to establish and outline the standards and process for policy development. Policies and Internal Directives are created by Greenview to set out a standard of performance or to address a discretionary duty Greenview will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service Greenview will perform to. Greenview will have a system for organizing Policies, Directives, and Procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council’s direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Greenview’s business and strategic priorities and, where appropriate, to mitigate risk.

DEFINITIONS

CAO means the Chief Administrative Officer of Greenview.

Greenview means the municipal corporation of the M.D of Greenview No. 16.

Internal Directive means an action-oriented statement from the CAO. Internal Directives are intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Internal Directives relate to matters that have been delegated to the CAO by legislation or bylaw. Internal Directives also include procedures.

Policy means a statement from Council about a discretionary duty or standard of performance Greenview will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner Greenview will provide services. A Policy cannot be used where a bylaw is required.

PRC means the Policy Review Committee.

Procedure means a description of how administration will carry out the standards set out in Policies. Authority to create and revise procedures will rest with the CAO or designate, except where Council directs itself or the CAO by resolution.

SLT means the Senior Leadership Team composed of the General Managers and CAO.

POLICY

General Principles

1. The authority to approve the policies of Greenview is vested in Council as the governing body.
2. Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
3. Policies should be reviewed at least every three (3) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and Administration.
4. Guidelines when considering the most appropriate document:
 - 4.1 A Bylaw is appropriate when:
 - 4.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by Bylaw)
 - 4.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
 - 4.1.3 Provincial or Federal legislation requires that a matter be dealt with by Bylaw.
 - 4.2 A Policy is appropriate when:
 - 4.2.1 Residents are being informed of Greenview's position on a matter.
 - 4.2.2 Council is setting the Policies and Programs of Greenview.
 - 4.2.3 Council is providing information to residents on what level of service Greenview intends to provide (or not provide).
 - 4.3 An Internal Directive is appropriate when:
 - 4.3.1 An issue that would be otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO.
 - 4.3.2 Supervising and directing the activities of the employees of Greenview.
 - 4.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of Greenview.
 - 4.3.4 Explaining how to accomplish a task; when specific steps are set out.
 - 4.3.5 Assigning responsibility for a task to a department or a particular position.
 - 4.3.6 Listing the steps that administration will take to give effect to a Bylaw, or policy or other internal administrative matter.

Responsibilities

5. Staff
 - 5.1 Staff are responsible to adhere to the policies established by Council.
 - 5.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies.
 - 5.3 Recommend any revisions or amendments to their supervisor.
6. Managers

- 6.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies.
 - 6.2 Managers are responsible to review Council approved policies at least every three (3) years.
 - 6.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area.
 - 6.4 Managers or their designate are responsible to present revised or recommended policies to the PRC and Council for approval.
 - 6.5 Assist in developing procedures for the implementation of Council policies.
7. General Managers
 - 7.1 General Managers are responsible to review draft policies and procedures affecting their area of responsibility.
 - 7.2 Ensure procedures for the implementation of Council policies are in place.
 - 7.3 Ensure the regular review of policies and procedures is conducted in each department in their area.
 - 7.4 Ensure managers and staff are abiding by Council policies, and follow Greenview policies and procedures themselves.
 - 7.5 Make recommendations for revisions and amendments to policies.
 - 7.6 Assist managers in presenting revised or recommended policies to PRC and Council.
8. Chief Administrative Officer
 - 8.1 Review recommended changes to policies, or proposed policies, from General Managers prior to the presentation of the policies to the PRC. Ensure policies are aligned with Council direction, Greenview's strategic plans, goals and objectives. Ensure the policy does not conflict with any Greenview Bylaw or Federal or Provincial legislation.
 - 8.2 Direct the preparation of draft policies and procedures.
9. Council
 - 9.1 Ensure policies are aligned with Council direction, Strategic Plans, goals and objectives.
 - 9.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and Greenview as a whole.
 - 9.3 Make recommendations for revisions or proposed policies to address the needs of Greenview. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council.
 - 9.4 Abide by council policies, and defend and support policies approved by Council to the public.
 - 9.5 Appoint members of Council to the PRC.
 - 9.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of Greenview as a whole.

PROCEDURE

1. Administration will develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff.
2. Administration may develop an Internal Directive outlining the procedure for drafting and revising policies.

3. Administration will keep an electronic record of all Council Approved policies and CAO approved Internal Directives. All policies shall be made available to staff and Council and all policies should be available to the members of the public. Administration shall also maintain a review schedule for Policies and Bylaws in order to track the official development of policies.

General Policy Guidelines

4. A policy number will be assigned to each policy based on the following allocation:

4.1	Council and General Government Services	1000-1999
4.2	Human Resources	2000-2999
4.3	Protective Services	3000-3999
4.4	Infrastructure Services	4000-4999
4.5	Health and Social Welfare Services	5000-5999
4.6	Planning and Development Services	6000-6299
4.7	Agricultural Services	6300-6999
4.8	Economic Development	7000-7999
4.9	Recreation and Cultural Services	8000-8999
4.10	Other Services	9000-9999

5. All Policies should include:
 - 5.1 Title
 - 5.2 Policy Number
 - 5.3 Effective Date (Date passed by Council resolution)
 - 5.4 Motion Number
 - 5.5 Supersedes Policy (The policy that will be repealed and replaced)
 - 5.6 Review Date (Three years after approval of policy)
 - 5.7 Purpose Statement
 - 5.8 Definitions
 - 5.9 Policy
 - 5.9.1 General Principles of the Policy
 - 5.9.2 Relevant legislation or bylaws the policy pertains to
 - 5.9.3 Application of the policy, including to whom the policy applies and the department(s) responsible for the implementation of the policy
 - 5.9.4 Other pertinent information regarding the program, service or administrative function of the policy.
 - 5.10 Procedure
 - 5.10.1 Any relevant information for the public and council about the process of implementing the policy (i.e application requirements, submission requirements, responsible departments, etc.)
 - 5.10.2 Overview of how the policy will be implemented by Administration.

Policy Approval Process

6. New or revised policies may be developed at the request of Council, or recommendation of Council Committee, the public, the CAO or other Greenview staff, or as required by Provincial, or Federal law or by bylaw.

7. All proposed or revised policies must be presented to the PRC prior to being brought before Council, unless the revised or proposed policy requires immediate decision of Council.

8. Each policy is approved by resolution of Council.

9. Routine updates, grammatical or spelling changes, or updates that do not change the intent of the policy do not require Council approval. These routine amendments require the approval of the CAO.
10. The CAO or designate shall provide for the distribution and maintenance of the policy record. Policies should be readily accessible to staff and council, and available to the public.

Internal Directive Guidelines

11. Internal Directives should be developed in a similar format to Council approved policies. Internal Directives shall reference any Council approved policy or bylaw that applies.
12. Internal Directives only require the approval of the SLT and CAO. Administration will keep record of all Internal Directives approved by the SLT and signed off by the CAO. These will be made available to all staff.
13. An Internal Directive template will also be made available to all staff for drafting procedures.