

**Policy Title: Policy Development and Review**

**Policy # A-001**

**Effective Date: July 20, 2021**

**Date adopted by Council: July 20, 2021**



## **POLICY STATEMENT**

The Municipality of Jasper will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures will be maintained centrally and will be easily accessible.

## **PURPOSE**

The purpose of this policy is to:

- clarify the roles and responsibilities of Council and Administration with respect to policy development, implementation, evaluation, and review of policy effectiveness; and
- to establish a consistent approach through an established format and process.

Policies and administrative procedures are to be written in a manner so that the intent of each may be known, understood and implemented correctly and completely.

## **DEFINITIONS**

*Policies* are Council statements that set service priorities or standards of performance for the Municipality. A policy addresses recurring issues to provide guidelines setting out the level and manner the Municipality will perform duties imposed on itself or those imposed on the Municipality by legislation.

*Administrative Procedures* are developed by the Municipality's Management Team and are approved by the Chief Administrative Officer (CAO), and are intended to operationalize policy. Together, policies and procedures ensure that a point of view held by the Municipality of Jasper is translated into steps that result in an outcome compatible with that view.

## **RESPONSIBILITIES**

This policy applies to Council and all Municipality of Jasper employees.

### **1. Council**

Council will:

- Consider key issues for policies and direct action to create policy recommendations;
- Ensure policies address issues within the realm of governance, such as, but not restricted to, legal liability, financial accountability, functions of Council, and the public image of the Municipality of Jasper and its Council;
- Approve new policies;
- Review existing policies at least once every four years.

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## **2. CAO**

The CAO will:

- Ensure policies and accompanying administrative procedures are reviewed every four years from the date adopted by Council;
- Approve administrative procedures which accompany policies;
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation;
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation;
- Consider key issues for policies and prepare options and recommendations for Council to review.

## **3. Department Directors and Managers**

Department Directors and Managers will:

- Implement policies;
- Review all policies and procedures, in respective areas of responsibility, to ensure they are current and prepare amendments when required;
- Conduct research on the policy issue;
- Identify the need for the creation of a policy and procedures;
- Advise Legislative Services of proposed new and amended policies;
- Submit proposed or amended policies to the CAO for submission to Council for their review and approval.

## **4. Legislative Services**

The Legislative Services Department will:

- Facilitate the creation, discussion and research of policies and procedures;
- Provide initial direction, assistance and advice with regard to the policy and procedures format;
- Ensure proposed or amended policies and procedures are conforming to a common format;
- Establish, maintain and control the organization schedule and numbering;
- Ensure policies receive Council approval;
- Ensure administrative procedures receive approval from the CAO;
- Ensure all policies and administrative procedures are published, maintained and updated on the municipal website;
- Ensure copies of policies and administrative procedures are available upon request by the general public, staff and Council members.

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## **POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE**

Policies and administrative procedures will be categorized using the following organization schedule:

- Section A: Municipal Governance
- Section B: Business Administration
- Section C: Mobile Equipment and Vehicles
- Section D: Facilities and Properties
- Section E: Personnel and Employee Relations
- Section F: Municipal Services

Policies and administrative procedures in each section will be numbered in chronological order.

## **REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES**

Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier. Council or Administration may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

The Legislative Services Department will notify departments in a timely manner when a policy is due for review, however, it is up to affected directors and/or managers to bring forward policies for review and if applicable, amendment, by Council; and administrative procedures for review and if applicable, amendment, by the CAO.