



## Policy Development

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**Authority:** Town Council

**Effective Date:** October 23, 2023

**Date Approved by Council:** October 23, 2023

**Resolution No.:** 145/10/23/SP

**Future Review Date:** 2027

**Responsibility:** Legislative Services

**References:** *Municipal Government Act*

**Replaces:** Policy Development C-LS-032 (2018)

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**1.0 Purpose:** To establish a framework and guidelines for the development, review, approval, and repeal of Town policies.

**2.0 Scope:** This policy applies to all municipal policies approved by Town Council or the CAO.

### 3.0 Definitions:

**Administrative Policy:** means written policies that have been approved by the CAO that focus on operational matters and administration of the Town within the authority granted by the *Municipal Government Act*, bylaws and policies of Council.

**CAO:** means the Chief Administrative Officer for the Town of Stony Plain as defined in the MGA.

**Council Policy:** means written commitment and direction of Council regarding matters of governance, public services, programs and standards of performance for the Town, based on Council's values, priorities and strategic direction. The Municipal Development Plan (MDP), Strategic Plan and Corporate Plan are considered policies of Council.

**MGA:** means the *Municipal Government Act*, RSA 2000, c. M-26, and amendments thereto.

**Policy Owner:** means the Town's Business Unit primarily responsible for the development, maintenance, and review of a policy.

**Procedure:** means specific written instructions on how to carry out the intent of a policy.

**Town:** means the Town of Stony Plain.

**4.0 Statement:** Town Council believes that a coherent, consistent and transparent approach to policy development and regular review will improve alignment with Council's vision and priorities, increase

accountability and help translate the intention of Council into actions for the Town. The Town shall adopt policies to promote good governance and ensure the efficient operation of services, programs, facilities, and administration.

## 5.0 Standards

- 5.1 Pursuant to Sections 153(b) and 201(1)(a) of the MGA, Council has a duty to participate generally in and is responsible for developing and evaluating the policies and programs of the municipality.
- 5.2 Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and other related Town policies.
- 5.3 Policies shall support Council's vision and strategic priorities.
- 5.4 The CAO shall be authorized to create Administrative Policies that support the efficient operations of the Town.
- 5.5 Procedures may be developed by the CAO, or designate, to operationalize a policy.
- 5.6 It is the responsibility of Policy Owners to maintain their Council policies, periodically reviewing them and providing Council with recommendations to amend or rescind existing Council policies, as required.
- 5.7 Policies shall be available to Council, Administration, and the public to promote accountability, transparency, and openness.
- 5.8 All policies shall undergo a formal review every four (4) years to determine relevance and alignment with Council's objectives and priorities.

### Roles & Responsibilities

- 5.9 Town Council:
  - a) May identify a municipal issue, objective, or priority and provide direction on the development of a new Council policy or a review and amendment to an existing Council policy;
  - b) Shall approve, amend, and repeal Council policies; and
  - c) Shall have familiarity with Town policy process and abide by policies as they apply.
- 5.10 CAO:
  - a) Shall direct staff on policy development related to Council priorities;
  - b) Shall approve, amend, and repeal Administrative Policies;
  - c) Shall ensure applicable procedures are created to implement policy processes; and
  - d) Shall ensure all approved policies are communicated to, implemented by, and enforced by administration.

5.11 General Managers:

- a) Shall provide direction to staff with respect to the preparation of policies;
- b) Shall ensure the timely review of Council and Administrative policies under their purview; and
- c) Shall ensure Town policies and applicable procedures are implemented and adhered to.

5.12 Legislative Services:

- a) Shall administer and manage the Town policy program.

5.13 All Town Employees:

- a) Shall have familiarity with Town policy process and abide by the policies.

5.14 The Town of Stony Plain's People Policies may be applied in the event this policy is not followed.

**6.0 Policy Review:** This policy shall be reviewed within four years of being implemented, with any changes being recommended to Council for approval.