



Policy Development

Authority: Town Council

Effective Date: August 21, 2018

Date Approved by Council: August 20, 2018

Resolution No.: 188/08/18/SP

Future Review Date: 2022

Last Review/Revision: New

Responsibility: Legislative Services

References: *Municipal Government Act* Sections 153, 201, 207

Replaces: Standardization of Policy Documents A-LS-002

1.0 Purpose: To outline the roles and responsibilities of Town of Stony Plain Council and Administration with respect to the development, standardization, implementation, amendment, publishing, maintenance, review and repeal of all Town policies.

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

3.0 Definitions:

Administrative Policy: means written policies that have been approved by the Town Manager that focus on operational matters and administration of the Town within the authority granted by the Municipal Government Act, Bylaws and policies of Council. Administrative Policies that are created, amended, or made obsolete require the approval of the Town Manager.

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. A Council resolution is required to approve, create, amend or repeal a Council Policy. The Municipal Development Plan (MDP), Strategic Plan and Corporate Plan are considered policies of Council.

Procedure: means specific written instructions on how to carry out the intent of a policy. Procedures that are created, amended or made obsolete require the approval of the Town Manager or designate.

4.0 Statement: The Town of Stony Plain adopts policies to promote good governance and ensure the consistent and transparent operation of services, programs, facilities and administration. The Town

shall have its policies comply with relevant federal and provincial government legislation and related regulations, as well as any applicable municipal bylaws.

5.0 Standards

5.1 Roles & Responsibilities

5.1.1 Town Council Responsibilities:

- 5.1.1.1 To approve, amend and repeal Council policies within the realm of governance, public services, programs and standards of performance;
- 5.1.1.2 Familiarity with Town policy process and abide by the policies as they apply to each individual; and
- 5.1.1.3 Grant authority to the Town Manager to approve, amend and repeal Administrative Policies.

5.1.2 Town Manager Responsibilities:

- 5.1.2.1 To approve, amend and repeal Administrative Policies; and
- 5.1.2.2 Familiarity with Town policy process and abide by the policies as they apply.

5.1.3 Legislative Services Responsibilities:

- 5.1.3.1 Manage policy review process;
- 5.1.3.2 Maintain policy registers;
- 5.1.3.3 Accurate and timely recordkeeping of policies;
- 5.1.3.4 Assist with the structure and formatting of policies; and
- 5.1.3.5 Ensure approved policies are accessible to the public on the Town's website and at the Town office during regular business hours.

5.1.4 Town Departments and Business Unit Responsibilities:

- 5.1.4.1 Timely review of policies under its purview;
- 5.1.4.2 Draft new policies as required;
- 5.1.4.3 Provide draft of new and amended policies to Legislative Services for review and processing; and
- 5.1.4.4 Prepare policy revisions and agenda reports for Council debate.

5.1.5 All Town Employees:

- 5.1.5.1 Familiarity with Town policy process and abide by the policies as they apply to each individual; and
- 5.1.5.2 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.