



Council Policy Guidelines

EFFECTIVE: June 27, 2017

1. PURPOSE

Council and administration will use this document to guide the development and review of policies.

2. POLICY CATEGORIES

Policies should typically fall into one of the following categories:

1) Governance Processes

- a) Accountability
- b) Financial
- c) Public Engagement
- d) Community Planning

2) Organizational Management

- a) Human Resources
- b) Organizational Effectiveness
- c) Service Levels

3) Risk and Liability

- a) Road and Infrastructure Construction
- b) Maintenance and Repair
- c) Design Standards

4) Significant Community Interest

3. POLICY ELEMENTS

- 1) Policies will:
 - a) Set out general principles by which council and staff are guided;
 - b) Address “what is the rule” rather than how to implement the rule;
 - c) Be developed for the many, not the few;
 - d) Contain direction intended to influence the process for determining decisions and actions;
 - e) Support administrative decision-making when administration needs parameters or council direction; and
 - f) Be realistic and achievable.
- 2) A policy should neither contradict nor repeat existing policies or legislation.
- 3) A policy may not be required when there is already clear council direction to carry out a service or program and only technical details remain.

Guideline approved by: CSJ JS

4. REVIEW

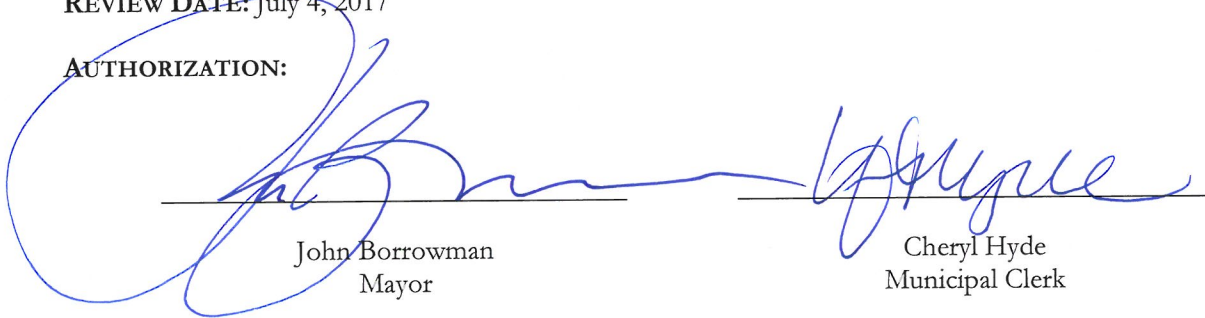
- 1) Each policy will be presented to Council at least once during a council term, at which time Council may:
 - a) Accept the policy as information,
 - b) Vote on amendments proposed either by a member of council or by administration, or
 - c) Repeal the policy.

5. TYPES OF DIRECTIVES

- 1) A **bylaw** is a municipal law authorized or required by legislation. Bylaws often provide avenues for enforcement measures such as fines.
- 2) A **guideline** is a recommended practice that allows some discretion or leeway in its interpretation, implementation, or use.
- 3) A **policy** is a document, approved by council resolution, that provides administration with overall guidance and parameters for decision-making.
- 4) A **procedure** is a detailed set of “how to” instructions set by administration for implementation of policy.
- 5) A **resolution** is a specific situational decision of council.

REVIEW DATE: July 4, 2017

AUTHORIZATION:



Two handwritten signatures in blue ink are positioned above two horizontal lines. The signature on the left is for John Borrowman, and the signature on the right is for Cheryl Hyde.

John Borrowman
Mayor

Cheryl Hyde
Municipal Clerk