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**Policy Development**

Date Approved: September 16, 2019

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Replaces:

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**PURPOSE**

This is a general guide for policy development, describing process, philosophy and format. The development and evolution of policy, while ultimately a Council responsibility, is a task in which all affected are expected and invited to participate and contribute.

Policies and Procedures are to be written such that the intent of each policy may be known, understood and implemented correctly and completely.

Generally, policies, administrative procedures and exhibits are for the internal operations of the Town, and are the mechanism by which Council provides authority, direction and guidance.

The Policy Manual will be regarded as an evolving document continually adjusting to meet the needs of changing times and circumstances.

**DEFINITIONS**

"Policy statements" mean the principles and rules adopted by Council to reach its long-term goals. Policy statements are designed to provide high level direction and guidance, establish key principles and responsibilities, set fundamental requirements, and allocate and define the limits of authority.

Policy statements differ from bylaws in that policy is intended to establish rules and guidelines for the Municipal Corporation, its council and its personnel whereas bylaws are intended to establish guidelines and rules for residents and visitors in the community.

"Administrative procedures and exhibits" are developed by administration and approved by the Chief Administration Officer (CAO), and are intended to operationalize policies. Together, policies and procedures ensure that a point of view held by the Council is translated into steps that result in an outcome compatible with that view.

In the simplest terms, a policy defines expected outcomes, while a procedure defines the process for achieving those outcomes.

"Policy Manual" means a physical and electronic consolidation of all Town of Viking policies maintained to serve as an operational guide for staff, Council and the public.

"Policy Committee" means Council of the Town of Viking.

"MGA" means the Municipal Government Act.

**POLICY**

1. The Town of Viking will operate a standardized system of developing, recording, approving and distributing policies and procedures.

## 2. Process

- a. Policy proposals may originate from Council or Administration.
- b. All policy proposals shall be forwarded to a designated administrative officer for formatting and policy numbering.
- c. The administrative officer shall forward formatted and numbered policies to the CAO for editorial review.
- d. The CAO shall obtain background information or supporting documentation necessary for Council to consider the policy proposal.
- e. The proposed policy shall then be placed on the Council agenda for presentation the next regular Council meeting as Notice of Request for Decision.
- f. For a period of not less than two weeks prior to presentation to Council for Notice of Request of Decision, notification of proposed policies or policy amendments will be posted on the municipal website.
- g. Groups and individuals will be provided opportunities for input including, but not limited to, opportunities for presentations to Council.
- h. Administration shall then recommend proposed policies to Council for approval, modification or rejection at a subsequent regular meeting of Council.
- i. Administrative Procedures shall be approved by the CAO and included in the Policy Manual. The CAO will inform Council of all changes made to Administrative Procedures.
- j. Policies will be reviewed under two circumstances:
  - i. Legislative and regulatory changes that impact the municipality will be updated and brought forward to council within a reasonable timeframe.
  - ii. All policies will be reviewed in four-year increments and updated as required.

## 3. Coding and Numbering

- a. Policies will be categorized and numbered by the Administrative Officer using the following headings:
 

i. Section	A	Administration
ii. Section	B	Governance
iii. Section	C	Finance and Assessment
iv. Section	D	Municipal Services
v. Section	E	Planning and Development
vi. Section	F	Facilities and Equipment

4. Search Capability

- a. All policies shall be placed on the Town's website – [www.town.Viking.ab.ca](http://www.town.Viking.ab.ca) in such a manner as to enable electronic search capabilities. Council, staff and members of the public are encouraged to view policies using the search capability available.

Appendices

Schedule A –Policy Template

**IMPLEMENTATION**

1. One original hardbound copy of the Policy Manual will be maintained in the Town Administration Office.
2. All policies will be posted on the Town of Viking website.

**Mayor**



**CAO**

