

GOV-004 Town of Viking Governance Policy

Policy and By-law Review**Date Approved:** May 6, 2019**Resolution No:** 2019-140**Next Review Date:** May 6, 2022**Replaces:** <Insert #>

Policy Statement

Effective policy requires regular review by Council, assisted by management and external advisors, to ensure that policies and bylaws continue to evolve with arising conditions, and effectively guide the Council in its governance and oversight of the Town.

Accordingly, Council bylaws and policies, as well as strategic documents, should be normally reviewed at regular 3-year intervals.

Guidelines

1. Town by-laws and policies will conform to the Council's governing legislation, Council's strategic plan and any prior agreements made by Council.
2. A by-laws and policies register will be maintained by the Council, through the CAO, indicating the date of review of each by-law and policy.
3. All by-law and policies will remain in effect unless it is determined by Council that amendments are required at the time of review.
4. Every year, when necessary, the register will be presented to the Council to confirm the schedule of by-law and policy reviews to determine if changes are necessary. Council will be involved in looking at the policies prior to the date recommended to determine if there is a need for amendments.
5. The Council may appoint a sub-committee of the Council to review the by-laws and policies, working with administration, and report to the Council with their recommendations.
6. The policy review will be on-going with dates that are provided but only need to be amended and discussed as required.

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7. The Council can direct new by-laws and policies to be developed or current policies to be reviewed and revised, apart from the recommended schedule, as situations arise.
8. The Council can appoint external advisors to assist with the review and development of by-laws and policies, as required.
9. Town residents' impacts are to be considered in the on-going review and development of Council policies and by-laws.

Mayor



CAO

