



POLICY
Council-015
Developing Council Policies
and Administrative Directives

Responsible Department: Legislative Services

Council Approval Date: August 16, 2023

Council Resolution Number: 23.08.16.13

Statute(s) and Bylaw(s): MGA

1. POLICY STATEMENT

The Town of Diamond Valley strives to create policies and directives that are clear, concise and provide good governance, standards for services and support for Council's priorities and objectives.

1.1. Legislative Requirements

This policy is subject to any specific provision of the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended from time to time.

2. PURPOSE

2.1. Policies and directives are intended to provide the Town's Council members, employees, and contractors with the information they need to act on behalf of the Town, and to provide its citizens with an understanding of the processes the Town will take in conducting business or providing services.

3. DEFINITIONS

- 3.1. **Administration** means the operations and employees of the Town, under the direction of the CAO.
- 3.2. **Administrative Directive** means a direction, which may include a procedure, for Administration to perform a task or set of duties. An Administrative Directive, and any related procedures are established by the authority of the CAO.
- 3.3. **CAO or Chief Administrative Officer** means the person appointed by the Council of the Town of Diamond Valley to carry out the powers, duties and functions of the Chief Administrative Officer, in accordance with the *Municipal Government Act*, or their authorized delegate.
- 3.4. **Council Policy** means a direction or course of action authorized by Council, which primarily governs the actions of Council or Councillors, but may also direct Administration. Procedures related to Council Policy will be provided to Council for review, but are established by authority of the CAO.
- 3.5. **Procedure** means a document related to a Council Policy or Administrative Directive that provides a guide for carrying out tasks or duties. All Procedures are established by the CAO.
- 3.6. **Town** means the incorporated municipality of the Town of Diamond Valley.

*AB
cm*



4. GENERAL GUIDELINES

- 4.1. Council may direct Administration to provide a Council Policy to support any objectives or priorities of Council, or they may recommend that the CAO consider developing an Administrative Directive to address any service or issue.
- 4.2. Each Council Policy and Administrative Directive shall be reviewed every four (4) years, on a rotational basis, unless an alternate review schedule is provided by the document. Council or the CAO may expedite, delay or defer the review of a Council Policy, Administrative Directive or related Procedure whenever it is deemed appropriate to do so. A review of such documents will be undertaken in collaboration with all departments (including Council) or personnel that have any responsibilities relating to the document, objectives, goals or Procedures.
- 4.3. Council authorizes, amends and rescinds any Council Policy by resolution of Council. Council Policies will be posted on the Town's website to promote accountability.
- 4.4. The CAO authorizes, amends or rescinds any Administrative Directive and all procedures related to either Administrative Directives or Council Policy. Administrative Directives that provide the public with information about services or operational processes will be posted on the Town's website, at the discretion of the CAO.
- 4.5. No Council Policy, Administrative Directive or Procedure takes effect until authorized by the appropriate body.
- 4.6. Council Policies, Administrative Directives and Procedures shall be numbered using a system designated by the CAO, and the system shall clearly distinguish Council Policies from Administrative Directives.
- 4.7. Legislative Services will file and retain all Council Policies, Administrative Directives and Procedures, including amended and rescinded versions, in accordance with the Town of Diamond Valley Records Retention Program.
- 4.8. The CAO will report regularly to Council, providing information regarding the authorization, review, amendments or rescinding of Procedures and Administrative Directives.

5. CONTENT

- 5.1. Council Policies and Administrative Directives shall, at minimum:
 - a. reference any Statutes or Bylaws that the document must comply with;
 - b. designate a responsible department (or Council) and relate any specific responsibilities to specific departments or positions;
 - c. include, if required, the method of evaluating for effectiveness, efficiency or other measure of value;
 - d. define any terms required by legislation or by non-standard use of terms;
 - e. clearly state the objectives and goals of the Council Policy or Administrative Directive;
 - f. provide the review cycle for the document;
 - g. contain a Revision History table, which shall be updated with each amendment and upon rescinding; and
 - h. state if there is a related Procedure document to be followed.
- 5.2. Procedures, if required, shall:
 - a. outline (in the detail required by the CAO) any tasks that must be completed to achieve the objectives or goals of the Council Policy or Administrative Directive;
 - b. ensure that, if the Procedures require the participation of the public (ie submissions of forms/applications, etc.), the Procedure clearly notifies participants of the expectations and how/when the Town will respond to submissions.



- c. clearly state the level of service, if the Procedure is related to service levels, in conjunction with any factors that might alter the service provision; and
- d. list and attach any forms, templates, maps, handbooks, or other appendices that may be required to facilitate the Procedures.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

POLICY Revision History

Policy Name	Revision Date	Revision Description	Approved by: Resolution or CAO	Effective Date

