



COUNCIL POLICY 101 Policy and Procedure Development

References: Municipal Government Act Records Management Bylaw	Effective Date: Council Resolution No:	November 16, 2022 198-22
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POLICY STATEMENT

The Village of Warner shall establish a consistent approach and philosophy for the development and approval of Village policies and procedures.

PURPOSE

To establish a consistent process for the development, approval, and formatting of the Village of Warner policies and procedures.

SCOPE

This policy applies to all members of the Village of Warner Council and employees.

DEFINITIONS

"Administrative Procedures" are those administrative processes that support Council policy, as approved by the Chief Administrative Officer. It is how a policy is implemented.

"Council Policy" shall refer to policy regarding governance, public issues, and services to the public, which requires Council approval.

RESPONSIBILITIES

As per the Municipal Government Act, Councillors have the following duty as it relates to policy:

- Council's principal role in municipal organization: Section 201(1)(a): A council is responsible for developing and evaluating the policies and programs of the municipality; and
- General Duties of Councillors: Section 153(b) Councillors have the following duties to participate generally in developing and evaluating the policies and programs of the municipality.

Village Council shall approve policies that address issues within the realm of governance such as, but not restricted to:

- Strategic direction
- Service levels
- Council roles and responsibilities

The CAO shall implement Council Policy and administer procedures that address administrative and operational responsibilities of the Village of Warner.



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STANDARDS

1. Policies shall be consistent with relevant federal and provincial government legislation and regulations, as well as the Village of Warner bylaws and any other related Village policy.
2. All Council policies must be available to Council, village employees and the public to promote accountability, transparency and openness.
3. The CAO or designate(s) shall review all policies within an electoral mandate, to ensure that they continue to be relevant and current.
4. Administrative Procedures may be developed on the direction of the CAO (or designate) to operationalize a policy. Approved procedures shall be available to Council for information.
5. All Policy and Procedures are records of the Village of Warner and as such are subject to the Records Management Bylaw.