

## **Municipal Policy and Procedures Policy**

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**2A.026**

**Section: 2.0 General Government & Administrative Services**  
**- A. Governance**

**Authority: Council**

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### **Statement**

The Municipal District of Bonnyville (M.D.) Council as the governing body of the municipality regularly develops and reviews municipal policy to ensure Council's objectives are represented and the needs of the municipality are addressed, pursuant to its responsibilities in the *Municipal Government Act* as it may be amended from time to time. Council understands that policy guides municipal actions and provides a way of ensuring consistent decisions are made on similar matters.

It is the responsibility of the Chief Administrative Officer (CAO) to immediately implement approved policies through the development and activation of municipal procedures.

### **Purpose**

The purpose of this policy is to:

- (1) Confirm the purpose for policy.
- (2) Confirm Council as the policy approving authority.
- (3) Confirm the CAO as the procedure approving authority.
- (4) Confirm process for development and approval of policy and procedure.
- (5) Confirm a process to ensure the regular review and updating of municipal policy and procedure.

### **Definitions**

For the purposes of this policy:

- (1) "Administration" means the operations and staff of the M.D. under the direction of the Chief Administrative Officer.
- (2) "Council" means the duly elected Council of the Municipal District of Bonnyville.
- (3) "M.D. Policy" means the general statement of intent, based upon a body of principles, approved by Council to guide administration's actions. M.D. policy may be established by Council resolution, by bylaw, or by a specific policy statement approved by Council.
- (4) "M.D. Procedure" means the specific set of actions approved by the Chief Administrative Officer to support and carry out M.D. policy.

### **Policy**

- (1) Council may request by resolution the development, review, revision or rescinding of any M.D. policy.

- (2) When requested by Council, the CAO and/or his/her designate will develop a policy draft for consideration by Council.
- (3) The CAO may independently initiate the development of draft policy for Council consideration.
- (4) The CAO and/or his/her designate may develop draft procedures in support of any policy, draft policy, or other direction of Council.
- (5) Draft policy will be presented to Council for their consideration and decision.
- (6) Draft procedures prepared by the CAO and/or his/her designate may be presented to Council for information and to support any discussion about M.D. policy.
- (7) Procedures will be approved by the CAO only after Council has approved a corresponding M.D. policy.
- (8) All M.D. policy will include a review provision (not to exceed 5 years from the date of approval) establishing a date by which that policy must be reviewed, and a decision made to revise, maintain, rescind, or replace the policy and/or procedure.
- (9) All M.D. procedure will include a review provision (not to exceed 5 years from the date of approval) establishing a date by which the policy and/or procedure must be reviewed, and a decision made to revise, maintain, rescind, or replace the policy and/or procedure.
- (10) Council must be familiar with all current M.D. policies.
- (11) All M.D. policies are accessible to the public, municipal staff and elected officials through the M.D. website.
- (12) M.D. procedure may be produced and internally distributed based on the CAO's and/or his/her designates understanding of the intended audience and use of the information.

## Review Period

Within five (5) years from date adopted / amended / reviewed.

## For administrative use only:

<b>Related Documentation:</b> (plans, bylaws, policies, procedures, etc.)	
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