

TITLE: CITY OF DRUMHELLER  
POLICY MAKING

DEPARTMENT: General

POLICY NO.: 1-89

APPROVAL DATE:

SUPERCEDES: N/A

March 24, 1989

PURPOSE:

TO ENSURE THAT THE COUNCIL OF THE CITY OF DRUMHELLER, HAVING THE AUTHORITY AND LEGAL RESPONSIBILITY FOR THE ESTABLISHMENT OF POLICIES FOR THE CITY OF DRUMHELLER WILL DEVELOP POLICIES IN CLOSE CONSULTATION AND CO-OPERATION WITH CITY DEPARTMENTS, STAFF AND BOARDS AND COMMISSIONS WHEN AND WHERE CONSIDERED APPLICABLE, DESIRABLE AND FOR THE WELL BEING FOR THE ADMINISTRATION OF ALL CIVIC DEPARTMENTS.

POLICY STATEMENT:

THE COUNCIL OF THE CITY OF DRUMHELLER SHALL ESTABLISH POLICIES TO GUIDE THE FUTURE DISCRETIONARY ACTIONS OF THE MANAGEMENT AND ADMINISTRATION OF CITY OPERATIONS, AND SHALL EXPECT ALL MANAGEMENT AND OTHER PERSONNEL TO BE KNOWLEDGEABLE OF THESE POLICIES THAT ARE RELEVANT TO THEIR DUTIES.

1. Initiation

1.1 Initial suggestions for Policy development may emanate from the following:

1.1.1 City Council

1.1.2 Management Committee

1.1.3 Civic Boards, Commissions, Authorities

1.1.4 Civic Staff

1.1.5 Public at large

1.2 The policy sponsor will implement the following policy approval procedure:

1.2.1 all proposed policies will be referred to the City Manager, who will introduce said proposed policy to the Management Committee, for discussion and review if necessary.

1.2.2 the proposed policy, following review by the Management Committee will then be presented to the Legislative Committee of City Council.

1.2.3 the Legislative Committee will be the vehicle to forward all proposed policies to City Council for adoption.

1.2.4 all policies (proposed and adopted) shall be prepared in the Policy Format as detailed on Page 3, of and forming part of this policy.

1.2.5 the recording of the policy will be noted in the minutes of the Council meeting.

1.3 At all times there must be concern for the legality (Federal and Provincial Statutes) of all proposed Policies and steps must be taken to ensure that no such Statutes or Regulations are contravened by such proposed Policies.

2. Preparation and Implementation

- 2.1 The Chairman of the Legislative Committee is responsible for providing the Committee policy recommendations to Council.
- 2.2 The City Clerk shall be responsible for recording the final adoption of policies into the minutes and the Policy Manual.
- 2.3 All policies shall be coded and indicate the date of approval.
- 2.4 The City Manager, or designate shall be responsible for forming guidelines and such procedures as necessary.
- 2.5 Policies will be reviewed on an on going basis and revised as necessary to adjust to changing circumstances.

MINUTES OF THE REGULAR MEETING OF COUNCIL HELD ON MONDAY,  
APRIL 24, 1989 AT 5:30 P.M.

- 4.3.1 Policy #1-89 - Sheddy, Keller that Policy #1-89 relating to Policy Making be accepted.  
Cd.

POLICY FORMAT

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PROCEDURE:

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