



COUNCIL POLICY

NAME: Policy Development	POLICY NUMBER: LS-C-01
DEPARTMENT: Legislative Services	SUPERSEDES: C-01-89
DATE APPROVED: October 21, 2024	Review Date: October 21, 2027

1. POLICY STATEMENT

The Town of Drumheller is committed to the development, implementation, and maintenance of clear, effective, and consistent *policies* that reflect the goals and values of the community. This *policy* establishes a standardized process for the creation, approval, review, and tracking of all Town *policies* to ensure transparency, accountability, and proper governance.

2. PURPOSE

To define the framework by which Town *policies* are developed, approved, maintained, and reviewed. This ensures that *policies* are comprehensive, current, and support the effective and efficient operations of the Town of Drumheller.

3. SCOPE

3.1. This *policy* applies to all Council members and Employees of the Town of Drumheller. It governs the creation, review, amendment, and maintenance of all *Council Policies* and *Administrative Policies* developed by the Town of Drumheller.

4. DEFINITIONS

4.1. For the purposes of this Policy, the following definitions shall apply:

- a) "*Policy*" means a formal written statement that provides guidance and direction on how the Town will address specific issues or operations;
- b) "*Procedure*" means a detailed set of instructions on how to implement or comply with a *Policy*;
- c) "*Council Policies*" means *policies* created and approved by the Town of Drumheller Council to provide direction on governance, legislative, or broad community issues;
- d) "*Administrative Policies*" means *policies* created and managed by Town of Drumheller Administration and approved by the Chief Administrative Officer to guide the internal operations and management of the Town's services and resource; and
- e) "*Town*" means the Town of Drumheller, a municipal corporation in the Province of Alberta, and includes the area contained within the corporate boundaries of the *Town*, as the context may require.

5. RESPONSIBILITIES

5.1. Council Members are responsible for:

- a) approving all *Council Policies* and reviewing any *Administrative Policies* that require Council input or direction; and
- b) ensuring that *Council Policies* reflect the strategic direction and goals of the Town of Drumheller.

5.2. Managers and Directors are responsible for:

- a) the development, drafting, and initial review of *Administrative Policies* related to their operations;
- b) ensuring that their *policies* are reviewed as required, but not less than every three (3) years; and
- c) ensuring that their *policies* remain current, relevant, and aligned with *Town* priorities.

5.3. The Manager of Legislative Services is responsible for:

- a) overseeing the *Policy* development process for both *Council Policies* and *Administrative Policies*, ensuring that all *policies* are reviewed for legal compliance and consistency with other municipal *policies* and provincial legislation; and
- b) maintaining a centralized repository of all Council and *Administrative Policies* and *procedures*.

6. PROCEDURES

6.1. *Council policies*:

- a) may be proposed by Council members, Administration, or external stakeholders when appropriate;
- b) shall be prepared in collaboration with the Manager of Legislative Services to ensure consistency, legal compliance, and alignment with the strategic priorities of the *Town*;
- c) shall, once approved by the Manager of Legislative Services, be presented to Council for approval by resolution during a Regular Meeting of Council; and
- d) once approved by a motion of Council, the *policy* document shall be added to the official repository, uploaded to the *Town's* website, and shared with all relevant parties.

6.2. *Administrative Policies*:

- a) are developed by individual departments to address operational matters or internal *procedures*;
- b) shall be drafted by Directors or Managers or their designates, ensuring the *policies* are operationally relevant and comply with overarching *Council policies* and provincial legislation;

- c) shall be submitted to the Manager of Legislative Services for review to ensure consistency with existing *policies*, legal compliance, and overall alignment with Town governance;
- d) once approved by the Manager of Legislative Services, shall be reviewed and approved by the Chief Administrative Officer (CAO); and
- e) once signed by the Chief Administrative Officer, the *policy* document shall be added to the official repository, uploaded to the *Town* staff intranet, uploaded to the Town website if relevant to the general public, and shared with all *Town* staff.

6.3. *Policy Maintenance and Review:*

- a) All Council and *Administrative Policies* and *procedures* shall be maintained by Legislative Services in a centralized electronic and physical repository to ensure accessibility and control.
- b) Legislative Services shall maintain a tracking system for all *policies*, recording the approval date, any amendments, and the next scheduled review date.
- c) All *policies* shall be subject to periodic review at intervals determined at the time of adoption, typically every three (3) years, or as necessary to reflect legislative or operational changes.
- d) The review of *Administrative Policies* shall be initiated by the respective Directors or their designated representatives.
- e) The review of *Council Policies* shall be initiated and overseen by the Manager of Legislative Services or their designated representative.

6.4. *Policy Amendments*

- a) Administration or Council may propose amendments to existing *policies* as needed due to changes in operations, legislation, or feedback from stakeholders.
- b) Proposed amendments to *Council Policies* follow the same process as new *policies* in section 6.1 and proposed amendments to *Administrative Policies*, follow the same process as new *policies* in section 6.2.

7. RELATED DOCUMENTS

- 7.1. *Policy Template*
- 7.2. *Guide: How to Write a Policy*

8. TRANSITIONAL

- 8.1. This *Policy* comes into effect on the day it is passed by resolution of Council and is duly signed and sealed.
- 8.2. This *Policy* repeals *Policy #C-01-89 – Policy Making*.



MAYOR



CHIEF ADMINISTRATIVE OFFICER