



Summer Village of Silver Sands

Council Policy

Number	Title			
C-COU-POL-1	Council and Administrative Policy Development			
Approval	Approved		Last Revised	
(CAO initials)	Resolution No:	4-19	Resolution No:	
	Date:	February 8, 2019	Date:	

Purpose

To establish a consistent approach, through an established format, pre-determined codification system, and clearly articulated definitions for Council Policy and Administrative Policy development in the Summer Village of Silver Sands.

Policy Statement

This Council policy shall establish a consistent approach to, and philosophical framework for, the development of Council Policies and Administrative Policies.

Responsibilities

Council policies shall address issues within the realm of governance. The CAO, in accordance with the direction and intent of the CAO Bylaw shall determine which policy issues should be brought to Council for approval as Council policies, those that should be shared with Council for information, and those that shall remain strictly within the purview of administration to develop, approve, implement and monitor.

Standards

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Summer Village bylaws.
2. Council policies and Administrative policies shall be developed and implemented according to this policy.
3. Policies shall be developed using a common format comprising:
 - a. **Purpose** – the purpose explains the underlying issue or need that resulted in the formulation of the policy. The purpose statement shall be in the form of an infinitive: that is, the first word shall be, “To”.
 - b. **Policy Statement** – two types of policies are contemplated by this policy: Council policies, which are approved by Council; and Administrative policies, which are approved by the



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- CAO. In both instances, the policy statement is a philosophically based statement, which is goal oriented and establishes directions or parameter for the future.
- c. **Definitions** – definitions may be inserted after the policy statement whenever terms in the policy statement require further explanation for clarity.
 - d. **Responsibilities** – this section shall determine which entities within the Summer Village of Silver Sands are responsible for the development, approval, implementation, and evaluation of the effectiveness of the policy. This may include the delegation of responsibilities to the CAO, or designate, or to Council committees.
 - e. **Standards** – Standards further define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction. Standards may include statements that are mandatory in nature; that is, they may include the terms, “shall” or “will”. In interpreting policies and standards, the terms, “shall” and “will” are to be read as mandatory and the term “may” is to be reads as permissive.
 - f. **Administrative Procedures** – the CAO or designate is responsible for developing the specific implementation steps required to operationalize a policy. Administrative procedures shall not be subject to Council approval but shall be available to the Council for information at the time of policy approval and thereafter whenever relevant issues arise. The Council expects that administrative procedures will be developed by obtaining the necessary technical advice, affected stakeholder input, and legal opinions.
 - g. **Approvals** – approvals shall signify the approval that has occurred on the policy by the CAO.
 - h. **Approved** – for Council policies, this shall include the resolution number and date on which final approval was given by Council. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
 - i. **Revised** – this section provides a tracking system of the dates on which revisions to the policy were approved. For Council policies, there would be a reference to the resolution number and date of approval of any revision. For Administrative policies, all of the dates on which the CAO reviewed and approved changes to the policy would be stated.
 - j. **Legal References** – legal references shall refer to any statutes or other legal authorities relevant to the policy. Legal references shall appear at the end of the policy.
 - k. **Cross References** – cross references shall refer to any relevant bylaws, collective agreements, Council policies, or Administrative policies that may be referenced in the implementation of the policy. These shall be placed at the end of the policy.
 - l. **Page Numbers** – page numbers shall appear in the bottom right of each page and be identified in the format of, “Page 1 of 2, Page 2 of 2”. In order to clearly separate



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administrative procedures from policy, a new series of numbering shall begin on the first page of the administrative procedures and shall follow the pattern of, “Page 1 of 2, Page 2 of 2”.

4. The development and review of policies shall allow for the participation of affected groups or individuals that the Council or CAO considers appropriate to the policy decision being contemplated. In the event of an emergent or other situation where it is in the best interests of the Summer Village to do so, the Council or CAO may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the situation at hand.
5. The CAO or designate shall review policies periodically to ensure that they continue to be relevant, current and support the achievement of desired results.
6. The Council delegates responsibility for effective policy implementation and evaluation to the CAO.

Legal References: MGA Part 5 & 6

Cross References:

Revisions:

Resolution Number	MM/DD/YY