



POLICY TITLE:

POLICY DEVELOPMENT

POLICY STATEMENT:

The purpose of this policy is to standardize the development, recording, approving and distribution of policies and procedures for the Town of Rainbow Lake.

EFFECTIVE DATE:

March 05, 2019

DEFINITIONS:

1.1 In this policy:

1.1.1 *Policy Statements* are principles and rules adopted by Council to reach its long-term goals. Policy statements are designed to provide high level direction and guidance, establish key principles and responsibilities, set fundamental requirements, and allocate and define the limits of authority.

Policy statements differ from bylaws in that policy is intended to establish behaviors for the Town and its personnel whereas bylaws are intended to establish behaviors for the residents and visitors in the community.

1.1.2 *Administrative procedures and exhibits* are developed by Management and approved by the CAO and are intended to operationalize policy. Together, policies and procedures ensure that a point of view held by the governing body of an organization is translated into steps that result in an outcome compatible with that view.

In the simplest terms, a policy defines an outcome, while a procedure defines the means to the end.

- 1.1.3** *Policy Manual* is a physical and electronic consolidation of all Town of Rainbow Lake policies maintained to serve as an operational guide for staff, Council and the public.

POLICY GOALS AND OBJECTIVES:

2.1 Purpose

- 2.1.1** This is a general guide for policy development, describing process, philosophy and format. The development and evolution of policy, while ultimately a Council responsibility, is a task in which all affected are expected and invited to participate and contribute.

Policies and Procedures are to be written in a manner so that the intent of each policy may be known, understood and implemented correctly and completely.

Generally, policies, administrative procedures and exhibits are for the internal operations of the Town, and are the mechanism by which Council provides authority, direction and guidance.

The Policy Manual will be regarded as an evolving document continually adjusting to meet the needs of changing times and circumstances.

2.2 Process

- 2.2.1** Policy proposals may originate from Council or Administration.
- 2.2.2** All policy proposals shall be forwarded to the Municipal Clerk for formatting and policy numbering.
- 2.2.3** The Municipal Clerk shall obtain background information and/or supporting documentation necessary for Council to consider the policy proposal.
- 2.2.4** The proposed policy, along with the necessary background information and/or supporting documentation, shall then be forwarded to the CAO for consideration. The policy proposal may be re-drafted as a result of this review.
- 2.2.5** The proposed policy shall then be placed on the Council agenda for presentation at the next regular Council meeting.

Administrative Procedures shall be approved by the CAO and be included in the Policy Manual. The CAO will inform Council of all changes made to Administrative Procedures.

2.3 Coding and Numbering

2.3.1 Policies will be categorized and numbered by the Municipal Clerk using the following:

- 11 – Governance
- 12 – Finance/Admin
- 31 – Public Works
- 72 – Recreation

2.4 Search Capability

2.4.1 All policies shall be placed on the Town’s website – www.rainbowlake.ca in such a manner as to enable electronic search capabilities. Council, staff and members of the public are encouraged to view policies using the search capability available.

2.4.2 One original hardbound copy of the Policy Manual will be maintained in the Municipal Office.



Mayor



Chief Administrative Officer

NEXT REVIEW DATE: MARCH 04, 2024