



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

POLICY NAME: Municipal Policy/By-Law Review Terms of Reference Policy	POLICY NUMBER: GEN-27
POLICY MANUAL SECTION: General Policies	RESOLUTION NUMBER: 110-2017
DATE ADOPTED: March 14, 2017	RESOLUTION DATE: March 14, 2017
REVISION DATE: As Required	REVIEW DATE:
STATUS: Active	NUMBER OF PAGES: 3

MUNICIPAL POLICY/BY-LAW REVIEW TERMS OF REFERENCE POLICY

A policy is defined as a formal document that communicates broad principles and standards on a particular subject to guide the actions and decision making of individuals which may include Council, Administration, employees, visitors and contractors.

A by-law is defined as a law or regulation or rule (with force of law) of a local government such as that of a town, city or rural municipality.

A procedure is defined as an operational set of specific action steps and processes required to support the implementation of the policy, where needed.

This Working Group would include the members of the Governance, Personnel & Public Communications Committee, the CAO and/or ACAO. Depending on the policy/by-law being reviewed the appropriate department Committee Chair and Co-Chair and a member from the Department Management would be invited to participate and contribute to the policy development.

Chair and Co-Chair of the Policy/By-Law Review Working Group shall be the Chair and Co-Chair the Governance, Personnel & Public Communications Committee.

The agenda shall include:

- Call to Order
- Approval of the Agenda
- Ongoing Policy/By-Law Review
- New Policy/By-Law Proposals
- Non-Substantive Changes
- Other Items
- Adjournment

The Policy/By-Law Review Working Group shall review new and existing policies/procedures and by-laws. They will present draft policies/procedures and by-laws to Council for consideration and approval.

The Policy/By-Law Review Working Group shall be authorized to make non-substantive revisions to the policies/procedures. Non-substantive revisions may include but are not limited to:

- correcting typographical errors
- correcting grammatical errors
- document formatting changes
- update reference to other legislation or policies

Policy/By-Law Review Working Group meetings shall be held at least quarterly but may be held more often as determined by need and the Working Group.

The following sets out the steps in the development of policies/procedures and by-laws:

A) Planning & Identification of Need

- i) A policy may be developed where there is a need for clarity and consistency on an issue and/or a need to control, direct or inform all or some members of Council or staff on matters related to health and/or safety, human resources issues, operations, management matters, etc. Municipal by-laws maybe developed where there is a need for a regulatory law to resolve issues and address the needs of citizens.
- ii) Not all policies will require procedures but where necessary procedures will be developed.
- iii) Timelines may be set and responsibilities may be assigned for analysis, research, drafting, consultation, review, revision, editing, approval and implementation.

B) Development & Review

- i) Draft – All policies/procedures and by-laws will be prepared on the approved template. Policy statements and by-law preambles should be clear, concise and specific. They should be written in simple language and include what the policy or by-law is and what is expected of the users.
- ii) Consult – The initial draft policy/procedure or by-law will be reviewed by the appropriate department prior to Council's review and consideration.
- iii) Identify impacts/alternatives for the policy or by-law.
- iv) Upon receipt of review comments, the policy/procedure or by-law will be revised as required and then, if necessary, will be sent to legal counsel for review and comment.

C) Approval & Implementation

- i) Upon the completion of all reviews and revisions the policy/procedure or by-law will be presented to Council for their review and consideration.

- ii) Any revisions from Council will be made and if necessary, the policy/procedure or by-law will be sent to legal counsel for a final review.
- iii) The policy/procedure and by-law will be brought to the next Council meeting for Council's consideration and approval.
- iv) Administration will be responsible for distribution, training as required and implementation.

D) Review

- i) Administration will monitor implementation for compliance of the policy/procedure and By-Law Enforcement will enforce compliance as necessary for by-laws.
- ii) A review of the policy/procedure or by-law will be done at least once every five years or earlier if there is a change in legislation or requirements and updated as necessary.
- iii) Any update to policy/procedure or by-law will follow the steps in section B and C above.