

Policy Title: Policy Development and Review

Date adopted by Council: January 24, 2023



1. POLICY STATEMENT

The Town of Lunenburg will operate a standardized system of developing, recording, approving, distributing and reviewing policies and procedures. Policies and procedures should be current, functional and readily accessible to the public.

Policies and procedures ensure that a point of view held by the Town of Lunenburg is translated into steps that result in an outcome compatible with that view and that policies are being met through the day-to-day operations of staff.

2. PURPOSE

The purpose of this policy is to clarify the roles and responsibilities of Council and staff with respect to policy development, implementation, evaluation, and review of policy effectiveness.

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

3. SCOPE

This policy applies to all Town of Lunenburg policies and procedures.

4. DEFINITIONS

“Administrative Procedures” means specific written processes that operationalize a policy; and are developed by the Town’s Management Team. Procedures that are created, amended or deemed to be obsolete require the approval of the Chief Administrative Officer.

“Policy” means the commitment and direction of Council regarding matters of governance, public service, programs and standards of performance for the Town, based on Council’s values, priorities and strategic direction. A Council resolution is required to approve Council policies that are created, amended or rescinded.

5. RESPONSIBILITIES

Council

Council will:

- Consider key issues for policies and direct action to create policy recommendations.
- Ensure policies address issues within the realm of governance, such as, but not limited to legal liability, financial accountability, functions of Council and the public image of the Town of Lunenburg and its Council.
- Approve new policies, policy amendments and the rescinding of policies.
- Review existing Council policies at least once every four years.

Chief Administrative Officer (CAO)

The CAO will:

- Ensure policies and accompanying administrative procedures are reviewed every four years from the date adopted by Council.
- Approve administrative procedures which accompany policies.
- Review administrative procedures and receive feedback from those affected to ensure continued relevance and effective implementation.
- Implement or delegate the implementation of policies and administrative procedures to those best suited to undertake the implementation.
- Consider key issues for policies and prepare options and recommendations for Council to review.

Department Directors and Managers

Department Directors and Managers will:

- Implement policies.
- Review all policies and procedures, in respective areas of responsibility, to ensure they are current and prepare amendments when required.
- Conduct research on the policy issue.
- Identify the need for the creation of a policy and procedures.
- Advise the Municipal Clerk of proposed new and amended policies.
- Submit proposed or amended policies to the CAO for submission to Council for review and approval.

Municipal Clerk

The Municipal Clerk will:

- Facilitate the creation, discussion and research of policies and procedures.
- Provide initial direction, assistance and advice on the format of policies and procedures.
- Ensure proposed or amended policies and procedures conform to a common format.
- Establish, maintain and control the organization of policies.
- Ensure policies receive Council approval.
- Ensure administrative procedures receive approval from the CAO.

- Ensure all policies and administrative procedures are published, maintained and updated on the town's website.
- Ensure copies of policies and administrative procedures are available upon request by the public, staff and Council members.

6. POLICY AND ADMINISTRATIVE PROCEDURES ORGANIZATION SCHEDULE

With the CAO's approval, the Municipal Clerk will determine and maintain the categorization and organization of policies and procedures. This categorization and organization may be amended when required.

7. REVIEW OF POLICIES AND ADMINISTRATIVE PROCEDURES

Policies and accompanying administrative procedures will be reviewed every four years from the date adopted by Council unless there is a legislative requirement for a policy to be reviewed earlier. Council or staff may also request to review a specific policy if it is deemed to no longer be meeting or fulfilling its original purpose or intent.

The Municipal Clerk will notify departments in a timely manner when a policy is due for review, however, it is up to affected directors and/or managers to bring forward policies for review and, if applicable, amendment by Council, and administrative procedures for review and, if applicable, amendment by the CAO.

8. GENERAL

In the event of an emergent situation or any other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.

All policies and procedures shall be consistent with relevant federal and provincial government legislation and related regulations as well as Town bylaws and policies.

TOWN OF LUNENBURG
Clerk's Annotation for Official Policy Book

Policy: Policy Development and Review

Date of Notice to Council: January 10, 2023

Date of Adoption: January 24, 2023

I certify that this Policy was adopted by Council as indicated above.



Municipal Clerk

Date: January 25, 2023