

TOWN OF PINCHER CREEK POLICY



Approved by: Council	Date: July 24, 2023	Policy Number: 102-23
Reference Motions: 93-320 2020-106 23-334	Revision Date: 2027	
Title: Policy and Procedures Standards		

Policy Statement

The purpose of this policy is to establish and outline the standards and process for policy development. Policies and procedures are created by the Town of Pincher Creek to set out a standard of performance or to address a discretionary duty the Town of Pincher Creek will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service the Town of Pincher Creek will perform to. The Town of Pincher Creek will have a system for organizing policies and procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council’s direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Pincher Creek’s business and strategic priorities and, where appropriate, to mitigate risk. New or revised policies may be developed at the request of Council, or recommendation of Council Committee, the public, the CAO or other Town of Pincher Creek staff, or as required by Provincial, or Federal law or by bylaw.

POLICY

1. General Principles

- 1.1 The authority to approve the policies of the Town of Pincher Creek is vested in Council as the governing body.
- 1.2 Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
- 1.3 Policies should be reviewed at least every four (4) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and administration. The criteria for prioritizing policy review shall be as follows;
 - 1.3.1 Legislation Driven
 - 1.3.2 Areas of Concern
 - 1.3.3 Financial Policy
 - 1.3.4 Policies to be Rescinded

1.4 General Policy Guidelines

1.4.1 A policy number will be assigned to each policy based on the following allocation:

General Municipal Services	100-199
Protective Services	200-299
Operational Services	300-399
Environmental Services	400-499
Safety and Human Resources Services	500-599
Development Services	600-699
Community Services	700-799
Other Services	900-999

1.5 Guidelines when considering the most appropriate document:

1.5.1 A Bylaw is appropriate when:

- 1.5.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by bylaw)
- 1.5.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
- 1.5.1.3 Provincial or Federal legislation requires that a matter be dealt with by bylaw

1.5.2 A Policy is appropriate when:

- 1.5.2.1 Residents are being informed of the Town of Pincher Creek's position on a matter
- 1.5.2.2 Council is setting the policies and programs of the Town of Pincher Creek
- 1.5.2.3 Council is providing information to residents on what level of services the Town of Pincher Creek intends to provide (or not provide)

1.5.3 A Procedure is appropriate when:

- 1.5.3.1 An issue that would otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO
- 1.5.3.2 Supervising and directing the activities of the employees of the Town of Pincher Creek
- 1.5.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of the Town of Pincher Creek
- 1.5.3.4 Explaining how to accomplish a task; when specific steps are set out
- 1.5.3.5 Assigning responsibility for a task to a department or a particular position
- 1.5.3.6 Listing the steps that administration will take to give effect to a bylaw, policy or other internal administrative matter

2. Responsibilities

2.1 Council

- 2.1.1 Ensure policies are aligned with Council direction, strategic plans, goals and objectives
- 2.1.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and the Town of Pincher Creek as a whole
- 2.1.3 Make recommendations for revisions or proposed policies to address the needs of the Town of Pincher Creek. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council
- 2.1.4 Abide by Council policies, and defend and support policies approved by Council to the public
- 2.1.5 Appoint members of Council to the policy review committee
- 2.1.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of the Town of Pincher Creek as a whole

2.2 Chief Administrative Officer

- 2.2.1 Review recommended changes to policies, or proposed policies, from directors prior to the presentation of the policies to the policy review committee. Ensure policies are aligned with Council direction, the Town of Pincher Creek's strategic plans, goals and objectives. Ensure the policy does not conflict with any Town of Pincher Creek Bylaw or Federal or Provincial legislation
- 2.2.2 Direct the preparation of draft policies and procedures
- 2.2.3 Recommend development of policy in specific area to Council
- 2.2.4 Recommend approval or revision of policies to Council
- 2.2.5 Implement procedures as necessary for any approved policy
- 2.2.6 Develop a list of administrative policies that can be delegated to the CAO has authority to approve and implement
- 2.2.7 May develop a procedure for drafting and revising policies
- 2.2.8 Develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff

- 2.2.9 Keep an electronic record of all Council approved policies and CAO approved procedures. All policies shall be made available to staff and Council and all policies should be available to members of the public. The CAO shall also maintain a review schedule of policies and bylaws in order to track the official development of policies

2.3 Directors

- 2.3.1 Directors are responsible to review draft policies and procedures affecting their area of responsibility
- 2.3.2 Ensure procedures for the implementation of Council policies are in place
- 2.3.3 Ensure the regular review of policies and procedures is conducted in each department in their area
- 2.3.4 Ensure managers and staff are abiding by Council policies, and follow Town of Pincher Creek policies and procedures themselves
- 2.3.5 Make recommendations for revisions and amendments to policies
- 2.3.6 Support the development of procedures as necessary
- 2.3.7 Assist managers in presenting revised or recommended policies to the policy review committee and Council

2.4 Managers

- 2.4.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies
- 2.4.2 Managers are responsible to review Council approved policies at least every four (4) years
- 2.4.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area
- 2.4.4 Managers or their designate are responsible to present revised or recommended policies to the policy review committee and Council for approval
- 2.4.5 Assist in developing procedures for the implementation of Council policies

2.5 Staff

- 2.5.1 Staff are responsible to adhere to the policies established by Council
- 2.5.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies

2.5.3 Recommend any revisions or amendment to their supervisor

3. Definitions

3.1 CAO means the Chief Administrative Officer for the Town of Pincher Creek.

3.2 Council means the Council for the Town of Pincher Creek, in the Province of Alberta.

3.3 Directors means all director level management positions.

3.4 Managers means all manager level management positions such as; Legislative Services Manager, Operations Manager and Recreation Manager.

3.5 MGA means the Municipal Government Act for the Province of Alberta.

3.6 Policy means a statement from Council about a discretionary duty or standard of performance the Town of Pincher Creek will or will not do. It addresses recurrent issues to provide guidelines, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion, setting out the level and manner the Town of Pincher Creek will provide services. A policy cannot be used where a bylaw is required.

3.7 Procedure means a description of how administration will carry out the standards set out in policies. Authority to create and revise procedures will rest with the CAO or designate, except where Council directs itself or the CAO by resolution. Procedures are an action-oriented statement from the CAO on how to carry out the intent of the policy and is intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Procedures relate to matters that have been delegated to the CAO by legislation or bylaw.

3.8 Senior Leadership Team means the team composed of the CAO, directors and managers.

4. End of Policy

A. Lucas

CAO, Town of Pincher Creek

July 25, 2023

DATE