



Policy Code: GA - 001

Policy Making & Categorizing

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11. IMPLEMENTATION

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REVISION RECORD

Date	Version	Revision description
November 19, 2020	1	Original Policy Making & Categorizing Policy

1. TITLE:

1.1 Policy Making & Categorizing

2. POLICY STATEMENT:

2.1 The Village of Heisler Council has as its main responsibility, the governance of the affairs of the Village of Heisler. In order to achieve this purpose, council will approve various policies with regards to issues of significance to the Village. These policies may be suggested by the public, key stakeholders of the Village, members of the Administration or members of the Council. While they or other bodies may provide input on the nature and text of the policy, Council will retain authority to approve policies. Policies will be written by the Administrative Department at the Village of Heisler and presented to council for approval.

Approved policies will be immediately implemented by the Chief Administrative Officer unless the approved policy states a timeline for implementation. These approved policies will be implemented by the CAO approved procedure.

In the interest of optimization and organization, this policy states the format of a policy and categorization method that will assign a code to every policy.

Once a policy has been approved by Council, the CAO will present the policy to the public and staff through appropriate methods.

3. PURPOSE:

3.1 This Policy is to ensure that the Village of Heisler upholds the standards that the Province of Alberta states within the Municipal Government Act. To indicate the Council's intent to develop policies on significant or repetitive governance issues. To ensure proper format and categorization of policies. To inform the public and staff of Council's governance through approved policies.

4. SCOPE:

4.1 The Scope of this Policy includes all those who may suggest a policy or be governed by a policy within the Village of Heisler as

well as the CAO, Council and Staff.

5. OBJECTIVES:

- 5.1 The Objective of this policy is to ensure that the ideas presented in the Purpose of this Policy will be upheld.**

6. POLICY DETAILS:

- 6.1 In order for the Village of Heisler to be accountable and responsible to ratepayers within the Village, policies must be enacted.**
- 6.2 This policy will give the authority to the Village Council as the governing body to approve governance policies.**
- 6.3 This Policy on Policy Making & Categorizing will give the framework to build future policies that give clear administrative action that follows a clear message from Council, the governing body.**
- 6.4 The Council recognizes and appreciates that its role is that of governing, and not the administration of policies. This role is assigned as per legislative direction to the CAO.**
- 6.5 To ensure that members of the public that may be impacted by an approved policy have a reasonable opportunity to be informed via policies posted on the village's website.**
- 6.6 If needed, the CAO will create a procedure to implement the policy and notify the staff to carry out the approved procedure.**
- 6.6 Approved Policies will be published, including associated documents, on the Village of Heisler website for public viewing.**
- 6.7 Once policies are approved by council they are immediately implemented unless an implementation date or plan of action is stated within the policy.**
- 6.8 Policies will follow the format exemplified in the attached template.**
- 6.9 The Category Code of a new policy will be assigned by the CAO. The categorizing is based on the following allocation followed by a chronological number: (ex. GW - 001)**

POLICY CODE:
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Council	C - 000
Employees	E - 000
Public Works	PW - 000
Bylaw Enforcement	BE - 000
General Administration	GA - 000
Finance	F - 000
Utilities	U - 000
Rentals & Leases	RL - 000
Land, Subdivision & Development	LSD - 000
Fire Department	FD - 000
Recreational Operations	RO - 000
Risk Management	RM - 000
Emergency Management	EM - 000
Health & Safety	HS - 000

7. ROLES AND RESPONSIBILITIES:

7.1 It is the responsibility of the Administration Department of the Village of Heisler to:

7.1.1 write and review policies that have been made to meet MGA standards and that follow the policy template attached.

7.1.2 to uphold the various policies approved by Council.

7.1.3 to publish policies on the Village of Heisler website in a timely manner.

7.2 It is the responsibility of the CAO of the Village of Heisler to:

7.2.1 to allocate the proper categorizing code to new policies.

7.2.2 to bring to council policies to be approved and revised.

7.2.3 to create necessary procedures to implement policies.

7.2.4 to inform staff impacted by new policies of procedures to follow to implement instated policies.

7.3 It is the role of the ratepayers, key stakeholders or the Village, members of the Administration or members of the Council to bring future policy ideas to the attention of the Village of Heisler Administration Department.

- 7.4 It is the responsibility of all staff at the Village of Heisler to follow approved policies.

8. MONITORING, EVALUATION AND REVIEW:

- 8.1 The monitoring, evaluation and review of this policy is the responsibility of the Administration Department of the Village of Heisler.

9. DEFINITIONS AND ABBREVIATIONS:

- 9.1 Council means the Council of the Village of Heisler, in the Province of Alberta.
- 9.2 Policy means a generalized statement of intent, based upon a body of principles, which describes what is to be done now and in the future.
- 9.3 Procedure means a statement(s) arising from policy which is set out who does what, how, and in what sequence: the method of carrying out policy.
- 9.4 MGA is an abbreviation for Municipal Government Act.
- 9.5 All other Definitions are subject to those found within the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26.

10. ASSOCIATED DOCUMENTS:

- 10.1 All Documents found with the Village of Heisler Policy and Procedures Manual will be bound and associated with this policy through its categorizing codes.
- 10.2 Attached to this document is a template that all policies must adhere to.

11. IMPLEMENTATION

- 11.1 To revise current policies in stages to meet the standards of this policy.



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11.2 New policies will be made in accordance with this policy. - 001



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Council Approved: _____

Responsibility: _____

Next Review Date: _____

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Motion # GA - 001