

**Title: Policy on Policy Making**

**Policy No: 1009**

**Approval: Town Council**

**Effective Date: December 14<sup>th</sup>, 2005**

Supersedes Policy No: (none)



**Policy Statement:** The Town Council has as its main responsibility the governance of the affairs of the Town of Hardisty. In order to achieve this purpose, Council will approve policies on key issues of significance to the Town. These policies may be suggested by the public, key stakeholders of the Town, members of Administration or members of the Council. While these or other bodies may provide input on the nature and text of the policy, Council will retain authority to approve policies. Approved policies will be immediately implemented by the Chief Administrative Officer and his/her Administration through the development and activation of CAO-approved procedures and regulations.

**Purpose:** To indicate the Council's intent to develop policies on significant or repetitive governance issues.

**Principles:**

1. The authority to approve governance policies is vested in Council as the governing body.
2. Clear administrative action follows clear messages from Council as the governing body.
3. The Council recognizes and appreciates that its role is that of governing, and not the administration of policies. This role it has assigned as per legislative direction to the CAO.

**1. Definitions**

- 1.1. Council means the Council of the Town of Hardisty, in the Province of Alberta.
- 1.2. Committee means a committee, board or commission appointed by the Council.
- 1.3. 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.
- 1.4. Procedure means a statement(s) arising from policy which set out who does what, how, and in what sequence; the method of carrying out policy.