

	City of Wetaskiwin Policy:	POLICY STANDARDS
Policy # CO – 006	Approved Res. No.: 347/06 Date: November 14, 2006	Revised Res. No: 207/18, 276/19 Date: May 14, 2018, June 24, 2019

Policy Statement

The City of Wetaskiwin believes in establishing policies which are clear and concise and are consistent with the organization's core values and all governing legislation. The policies of the City of Wetaskiwin will assist in directing the actions of its Council, employees, contractors and anyone acting on behalf of the City while pursuing the ideal of providing all its citizens, taxpayers and clients with a high degree of respectful, transparent and accountable service.

Definitions

1. "City" means the "City of Wetaskiwin".
2. "Council Policy" means a course or principle of action, or direction established by City Council and is enshrined in a document which directs City Administration and City Council to perform a course or principle of action in a certain way.
3. "Administrative Directive" means a course of action and procedures which direct Administration to perform a certain task or set of duties in a certain way. An Administrative Directive is established within the authority of the City Manager.

Standards

1. Policies shall have a consistent format that uses the following structure:
 - a. Policy Statement: The policy statement is one which speaks philosophically to the purpose and reason for the policy by explaining the ideals which the policy will strive to achieve. The policy statement answers the questions of "what" (at a high level) and "why". Policy statements are to be no more than three sentences long and consist of full sentences and shall not use sentence fragments.
 - b. Definitions: Definitions may be included in the policy when further explanation or clarity is required regarding a term's meaning. It is

acceptable to reference the definition of the term in question in another document such as the *Municipal Government Act*.

- c. Standards: Standards provide the next level of detail, down from the Policy Statement. Standards describe the parameters and limits of the policy without detailing the implementation process.
2. All Council policies of the City of Wetaskiwin shall be passed, amended, or rescinded by resolution of Council.
 3. All Administrative Directives shall be approved in writing by the City Manager and shall be in a form approved by the City Manager.
 4. Procedures may also be created, when appropriate, to detail the implementation process for the policy at hand. Procedures answer the question of “how” the ideals of the policy will be carried out. All procedures will be developed, approved, amended and deleted by the City Manager, or his or her designate, except for procedures dealing with policies specifically under the Council category. Council will establish, approve, amend or delete procedures for the policies which are specifically within the Council category. Procedures will detail and include any and/or all of the following sections, as appropriate:
 - a. Responsibilities: Responsibilities shall include the specific departments and/or positions responsible for implementing and carrying out the work directed by the policy, including the evaluation of the effectiveness of a policy.
 - b. Definitions: Definitions may be included in the same manner as noted above for the policy.
 - c. Procedures: Procedures outline the steps required to implement the policy. A procedure is a clear and concise statement of who does what, how and in what sequence to fulfill policy expectations. Procedures may be either mandatory or discretionary but must be stated as such in the procedural document.
 5. Notwithstanding Section 4, City Council shall approve, rescind, or amend the procedures associated with:
 - a. Board Member Recognition CO-001; and
 - b. Council Remuneration and Expense CO-002
 6. Each Council Policy shall be reviewed every four years, on a rotational basis. City Council reserves the right to expedite, delay, defer or cancel the review of any Policy and Council may request the formation of a new Council Policy whenever it deems it appropriate to do so.



7. Each Administrative Directive shall be reviewed every four years, on a rotational basis by the Administrative Directive working group. Administrative Directives may be reviewed more frequently than the four year review rotation, based on need or service changes.
8. Council Policies of the City are public documents which will be made readily available and accessible to all members of the public unless another Act or legislation requires or allows such information to be withheld from the public.
9. Council Policies shall be numbered as "CO-123" and the City Manager shall designate a numbering system for Administrative Directives.