



POLICY MANUAL

Legal References: 	Policy department: Administration
Cross References: 	Policy Number: A2
Adoption Date: March 11, 2002	Policy Title: Mandatory Review of Policies
Revision Date: September 25, 2017	Review Date:

POLICY PURPOSE:

To provide a process to ensure Town policies remain effective, current, necessary and aligned with the provincial/federal legislation and the Town of Wembley priorities.

DEFINITIONS:

“Amend” means an alteration of or addition to a current motion;

“CAO” means the person, or delegate appointed by Council to the position of Chief Administrative officer under the Municipal Government Act for the Town of Wembley

“Freedom of Information and Protection of Privacy Act” means the Freedom of Information and

Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP;

“Policy and Procedures Manual” means the official copy of the Town of Wembley’s policy and procedure manual, as updated from time to time.

“Rescind” means to remove or reverse the decision of a previously adopted decision or motion;

”Town” means the municipal corporation of the Town of Wembley having jurisdiction under the Municipal Government Act and other applicable legislation;

POLICY STATEMENT AND GUIDELINES:

1. Each Town policy contained within the Town's Policy and Procedure Manual shall be reviewed a minimum of once within a three (3) year period.
2. Policies revisions shall be tracked by date and motion number on the policy document and held in the Policy and Procedures Manual.
3. Where provincial or federal legislation dictates or the text of the policy dictates a more frequent review, the legislation or text of the policy shall prevail.
4. Policies that are reviewed and recommended for Amending or Rescinding as part of the regular review process shall be referred to Council for consideration and endorsement.

CONFIDENTIALITY:

The use and interpretation of all Town Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

RECORDS MANAGEMENT REQUIREMENTS:

All documentation will be filed in accordance with the Records Management Policy and to comply with the *Municipal Government Act*, *FOIP Act* and the *Records Management Regulation*.

The CAO must approve any exceptions to the Policy.

POLICY AUTHORITY:

The CAO has the authority to amend the policy from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy that change, add to, or omit from the intent of the policy shall be approved by Council.

ATTACHMENTS:

Schedule "A": Procedures for Reviewing Policies

PROCEDURES FOR REVIEWING POLICIES

1. When policies come up for review the Policy Review Committee will review the policy and recommend Amending, Rescinding or to leave as is.
2. If a policy recommendation by the Committee is to Amend or Rescind the policy, the policy will come before Council for consideration.
3. If the CAO agrees with the recommendation to leave as is, the policy will then be given a new review date and endorsed by the CAO.
4. If the CAO recommends Amending, the policy will be Amended and forwarded to Council for consideration.
5. As part of the process of reviewing a policy by the specified review date, the procedures or any other schedule or appendix (if any) that accompanies the policy will also be reviewed.
6. The review of policies on or by their review date as specified on each policy is mandatory.