



White City

The Municipal Policy Statement

POLICY NO.: 21-005
AUTHOR: Voula Colbow
APPROVAL DATE: May 17, 2021
REPLACES: N/A
DATE AMENDED: N/A

FUNCTIONAL AREA: General Governance
RESOLUTION NO.: 160/21
REVIEW DATE: 2025
RESOLUTION NO.: N/A

Table of Contents

- Purpose 1
- Definitions 1
- Responsibilities..... 1
- Guidelines..... 2
- Principles 3

Purpose

- 1 The purpose of the policy statement is to establish a framework to organize and present the Town of White City's current and future policies, directives and procedures in a manner that will be easy to follow, approve, locate and will set out whether responsibility for approval rests with council or the town manager.
- 2 Policies, directives and procedures are useful to assist administration in making decisions that require judgement on the part of the employee. The policy or directive provides guidance and consistency when carrying out the discretionary duties that council or the town manager has chosen to address.
- 3 The objective of policy is to:
 - (1) assist council in its delivery of robust and transparent governance in line with council's role of setting a municipality's policies;
 - (2) to facilitate the development, implementation and review of policies to support the execution of the municipality's strategic plan; and
 - (3) to provide framework for decision-making in line with the direction of council.

Definitions

- 4 In this policy,
 - (1) **act** means *The Municipalities Act*;
 - (2) **administration** means the Town Manager or an employee accountable to the Town Manager;
 - (3) **council** means the Town of White City Council;
 - (4) **directive** means an action-oriented document that specifies the process and related high level procedures in administering programs and activities or establishing policy for a subject or function that is the responsibility of the town manager;
 - (5) **policy** means an outward facing statement which sets standards for performance of the town as a whole and guidelines for the manner in which town initiatives and activities will be carried out;
 - (6) **procedure** means a detailed document that directs administrative staff on how to carry out the standards set out in policies and directives;
 - (7) **town** means the Town of White City, its employees, or its duly authorized representatives;
 - (8) **town manager** means the administrator of the municipality appointed pursuant to *The Municipalities Act*.

Responsibilities

- 5 Council shall be responsible to:
 - (1) review and adopt, by resolution, all policies;

- (2) consider the allocation of resources for successful implementation of policy and directives in the annual budget process; and
 - (3) provide direction to the town manager for the development or amendments to policies.
- 6 The town manager, or their designate shall be responsible to:
- (1) approve administrative directives;
 - (2) direct the preparation of policy;
 - (3) ensure all policies and directives are implemented; and
 - (4) ensure policy, directive and procedure reviews occur.
- 7 Department heads shall be responsible to:
- (1) ensure implementation of policies, directives and procedures;
 - (2) prepare draft policies, directives and procedures for review; and
 - (3) make recommendations to the town manager of necessary policy, directive or procedure amendments.
- [Guidelines](#)
- 8 A bylaw shall be prepared when:
- (1) council is delegating responsibility;
 - (2) residents are being required or permitted to do, or not do, an action under section 8 of the act; and
 - (3) provincial or federal legislation requires a matter be dealt with by bylaw.
- 9 A policy shall be prepared when:
- (1) residents are being informed of the town's position on a matter;
 - (2) council is setting the guidelines for the level and manner of service the town will perform to related to a specific issue; and
 - (3) when managing a recurrent outward-facing issue or interactions between the town and the public or outside entities.
- 10 A directive shall be prepared when:
- (1) an issue that would otherwise be dealt with by policy but the authority to deal with the subject has been delegated to the town manager;
 - (2) there is need to provide instructions that administration must adhere to when performing their duties;
 - (3) supervising and directing the activities of administrative staff; and

- (4) establishing human resource practices and programs for staff.

11 A procedure shall be prepared when:

- (1) there is a requirement to explain how to accomplish an administrative task;
- (2) assigning specific duties or responsibilities for a task; and
- (3) listing the administrative steps to give effect to a bylaw, policy or directive.

Principles

12 The policy shall:

- (1) inform decision making and contribute to achievement of the outcomes sought from the strategic plan;
- (2) be directly aligned to the achievement of an identified benefit or outcome, and informs decision making accordingly;
- (3) reflect best governance practices and accord with legal, environmental, social and financial requirements;
- (4) be informed by sound research and analysis, and an understanding of outcomes achieved by similar policy;
- (5) be developed in consultation with key stakeholders;
- (6) objectives fully address the subject matter and are written with clarity that enables their ready translation into operating guidelines and effective and efficient implementation;
- (7) have measurable outcomes; and
- (8) be readily accessible.

13 Decision making shall be undertaken in line with policy and exceptions shall be formally approved in writing.



Mayor

Town Manager