

# Policy & Bylaw Review

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Date Approved by Council: October 19, 2016

Resolution: 2016-10-19-12

Review Date: Organizational Meeting

Related Bylaw: N/A

Amendments: 2020-09-17-224

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## **Policy Statement**

It is necessary that all approved Village of Hussar policies and bylaws be reviewed and/or amended on a regular basis.

The Village of Hussar has adopted several polices that direct Council's decision-making process and the day-to-day operations of Administration. The Village recognizes that it is prudent to regularly review these policies to ensure they are an accurate reflection of the Village's principles and procedures. In addition to policies, the Village has several bylaws that govern activities within the Village's boundaries. The Village recognizes that these bylaws should be reviewed to determine whether they are still accurate or necessary.

This policy applies to all Village of Hussar policies and bylaws

## **Guidelines for policy review**

Each approved policy will include a review date upon which the policy will be reviewed by Council at the next Regular Meeting after the review date. Time permitting Council and Administration will try to review at least two policies per Regular Council Meeting. Legislative Policies will be reviewed annually at the Organizational Meeting of Council.

Council and Administration will review the policy and determine if it is accurate, requires amendment or should be rescinded. Policies that are reviewed by Council with no amendments do not require a resolution but a note shall appear in the Minutes listing all policies that were reviewed at that meeting. Council and Administration are encouraged to suggest new policy ideas above and beyond the regular policy review process.

## **Guidelines for bylaw review**

Time permitting Council and Administration will try to review at least one bylaw per Regular Council Meeting. Bylaws 538-21 Procedural and 518-18 Council Code of Conduct will be reviewed annually at the Organizational Meeting of Council.

Council and Administration will review the bylaw and determine if it is accurate, requires amendment or should be rescinded. Bylaws that are reviewed by Council with no amendments do not require a resolution but a note shall appear in the Minutes listing all bylaws that were reviewed at that meeting. Council and Administration are encouraged to suggest new bylaw ideas when they arise

**Responsibilities**

The Chief Administrative Officer is responsible for filing and organizing approved policies and bylaws and for tracking review dates as well as presenting new and approved policies and bylaws for review to Council. Prior to the review of a proposed policy or bylaw, the CAO will determine if existing policy direction or any other information is already provided in the MGA, existing bylaws, existing municipal policies, employee job descriptions, or any other documents.

Council is responsible for reviewing, accepting and/or amending all policies upon presentation of the policy or bylaw at a meeting of Council.