



POLICY

Policy Making & Management

Policy Number: 110-007		Supersedes Policy Number: 1221-01	
Effective Date 1996-01-15 Amended: 2015-12-15		Approved By Council (Motion Number): 22-12-15	

1.0 Purpose

To indicate Council's desire to develop policies on any matter that it considers conducive to the effective management.

2.0 Scope

This Policy covers all policies developed for the Town of Wolfville. Its provisions extend to all staff involved in the development and management of policies for the Town of Wolfville.

3.0 References

3.1 [Nova Scotia Municipal Government Act](#) (MGA)

3.2 [Town of Wolfville Bylaws](#)

4.0 Definitions

4.1 **Policy** is defined as a generalized statement of interest based upon a body of principles, which describes what is to be done now and in the future.

4.2 **Procedure** is defined as a statement(s) arising from policy which sets out who does what, how, and in what sequence, the method of carrying out the policy.

5.0 Policy

5.1 Council has a broad mandate of providing services to its residents. In order to accomplish that in a cost effective way, Council will develop policies which help to achieve the Council's goals and objectives.

5.2 Policies will be developed on important issues and will be approved by a majority of Council members.

5.3 While the staff, public, and advisory committees may provide input on the nature and text of the policy, Council will retain authority to approve policies. The Town of Wolfville Policy numbering system is outlined at [Appendix A](#).

5.4 Policies can be considered 'living' or 'fluid' documents, as they can change quite often in response to new issues, circumstances, needs or concepts.



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5.5 All policies, as well as the committee and actions that result from them, must be consistent with all Bylaws of the Town, Municipal Government Act, and other Acts of Legislature.

5.6 **Functions of Policy**

5.6.1 They reflect the ideology and values of the Town of Wolfville;

5.6.2 They are the principles that guide action;

5.6.3 They are planning tools for goal setting and service delivery;

5.6.4 They provide the terms of reference for setting program priorities and guiding program development;

5.6.5 They house the rules and regulations and provide guidance for routine, unique and controversial decisions;

5.6.6 They provide the justification for and sanctioning of resource allocations (e.g., budget, staff time); and

5.6.7 They provide a tool to assist in evaluating progress and in providing accountability to constituents, funding agencies, etc.

5.7 **Management Responsibility**

The Policy 'Owner' is responsible for conducting a comprehensive review of their policies at a minimum of every 4 years. The purpose of the review is to determine:

5.7.1 If the policy is still necessary and accurate;

5.7.2 If the policy should be combined with another policy or if it should be repealed;

5.7.3 If the policy is up to date with current laws and regulations; and

5.7.4 If changes are required to improve the effectiveness or clarity of the policy.

5.8 **General Provision**

A policy for the Town of Wolfville is not to be considered an official policy of the Town unless it has been approved by a motion of Council.



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5.9 **Policy Review**

This policy will be reviewed every four years from effective/amended date.

Wm. Bruden

CAO or Town Clerk

December 15, 2015

Date

Appendices:

- [Appendix A](#) – Policy Numbering System



POLICY

Appendix A – Policy Numbering System

- 100 Administration**
 - 110 Council
 - 120 General Government
 - 130 Human Resources
 - 140 Finance
 - 150 Information Technology

- 200 Protective Services**
 - 210 Police
 - 215 Bylaw Enforcement
 - 220 Fire
 - 230 Emergency Measures

- 300 Public Works and Water/Sewer**
 - 310 Public Works General
 - 320 Streets

- 400 Sewer**
 - 410 Sewer

- 500 Parks**
 - 510 Parks

- 600 Planning**
 - 610 Planning

- 700 Economic & Community Development**
 - 710 Economic Development
 - 720 Festivals and Events
 - 740 Recreation
 - 750 Tourism
 - 760 Culture

- 800 Partners Contributions**
 - 810 Partner Contributions

- 900 Water**
 - 910 Water

Policies are numbered 001-799