



# POLICY

<b>Policy Making &amp; Management Policy</b>	
<b>Policy Number:</b> 110-007	<b>Supersedes Policy Number:</b> 1221-01
<b>Effective Date</b> 1996-01-15 2015-12-15 2023-11-21 <b>2024-09-24</b>	<b>Approved By Council (Motion Number):</b> 22-12-15 25-11-23 <b>16-09-24</b>

## 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 & Responsibility

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. The Council Policy Review Task Force is the Administrator of this policy.

## 3.0 References

- 3.1 [Nova Scotia Municipal Government Act](#) (MGA)
- 3.2 [Town of Wolfville Bylaws](#)

## 4.0 Definitions

- 4.1 **Administrator** is defined as the staff position delegated by the CAO, responsible for the implementation and coordination of review of a specific Policy. For legislative policies, Council, or a delegated Council Policy Committee, is considered the **Administrator**.
- 4.2 **Council** means the Council of the Town of Wolfville
- 4.3 **Members of Council** includes the Mayor
- 4.4 **Mayor** is the Mayor of the Town of Wolfville.
- 4.5 **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.
- 4.6 **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.
- 4.7 **Town** means the Town of Wolfville



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### 5.0 Policy

- 5.1 Council has a broad mandate of providing services to its residents. To do that Council will develop policies which help to achieve their goals and objectives.
- 5.2 Policies will be developed on important issues and approved by a majority of the members of Council.
- 5.3 While the staff, public, and advisory committees may provide input on the nature of the policy, Council will retain authority to approve policies. The Town of Wolfville Policy numbering system is outlined in Appendix A.
- 5.4 Policies will change in response to new issues, circumstances, needs or concepts as they become known and new or amended legislation.
- 5.5 All policies, actions and the committees that are a result of the policies 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 strategic plan and values of the Town.
- 5.6.2 They are the principles that guide action.
- 5.6.3 They are the planning tools for goal setting and service delivery.
- 5.6.4 They contain the rules and regulations and provide guidance for decisions Council is asked to make.
- 5.6.5 They provide for resource allocations (e.g., budget, staff time); and
- 5.6.6 They are a tool which helps to guide operational planning and goals as laid out in the Operational Plan.

#### 5.7 Management Responsibility

The Policy Administrator is responsible for, conducting a comprehensive review of their policies at a minimum of every 4 years, and to make recommended changes to Council as necessary. The purpose of the review is to determine:

- 5.7.1 If they are accessible to their intended audience.
- 5.7.2 If they are inclusive and written in plain language.
- 5.7.3 If the policy is still necessary and if so, still accurate.
- 5.7.4 If a new policy is required.
- 5.7.5 If the policy should be combined with another policy or be repealed.
- 5.7.6 If the policy is up to date with current laws and regulations.
- 5.7.7 If changes are required to improve the effectiveness and clarity of the policy.



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### 5.8 General Provision

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

### 6.0 Policy Review

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

Appendices:

- Appendix A – Policy Numbering System

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**Town Clerk**

September 24, 2024

**Date**

# 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

Individual policies are numbered 001-799