



**Policy Number:** 2022 – 13

**Date of Issue:** November 15, 2022

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**Motion Number:** 2022-364

**Policy Subject/Title:** Review of Policies

**Signature of Approval by Authorized Personnel:**

  
Karrie Gau, CAO

**Supersedes:** November 19, 2002  
Date of Last Update

Policy 02-25; Motion #2002-432  
Title & No. of Previous Policy if Applicable

## **POLICY STATEMENT:**

The purpose of this policy is to establish a guideline for ongoing review of adopted policies.

### **1. DEFINITIONS**

- |                        |  |
|------------------------|--|
| <b>CAO's Office</b>    | A designate of the Chief Administrative Officer (CAO) who has been appointed to oversee the Policy Register and the annual review of policies. |
| <b>Policy Owner</b>    | The manager whose department a policy is directly relating to.   |
| <b>Policy Register</b> | An excel spreadsheet that outlines when each policy is up for review, based on the recommendation of the Policy Owner.                         |

### **2. REVIEW REQUIREMENTS**

- 2.1 All policies of the Town of Wainwright will be reviewed at a minimum of every three (3) years to ensure policies remain up to date with current practices.
- 2.2 Policies may be reviewed earlier depending on legislative requirement or as requested by the Policy Owner.

### **3. REVIEW IMPLEMENTATION**

- 3.1 Upon the passing of all new and amended policies, a section titled "Review Cycle" will be added to the end of all policies and will outline the number of years the Policy Owner recommends the policy be reviewed in. This review cycle must be three (3) years or earlier.

Current policies will be added to the Policy Register to ensure that all policies are part of the review cycle.

- 3.2 The CAO's Office will be responsible for the maintenance and review of the Policy Register.

- 3.3 The CAO's Office will review the current year's policies up for review by March of each year. They will send an email to each Policy Owner with a list of the policies to be reviewed, along with a word copy of each policy. A reminder email will be sent within one (1) month.

- 3.4 The Policy Owner is required to make 1 of 3 recommendations:

a) No Amendment Necessary:

- i. If the Policy Owner feels that the policy is current as is, and it does not need to be amended, the policy does not need to go to Council for review/approval.
- ii. The CAO's Office will update the Policy Register to note that the Policy Owner has reviewed the policy and no changes are necessary.
- iii. The next policy review date will be set, based on the review cycle recommendation.

b) The Policy Should be Rescinded:

- i. If the Policy Owner feels that the policy is no longer in active use, or if there is a bylaw or provincial/federal regulation that supersedes the policy, they can recommend that the policy be rescinded.
- ii. The CAO's Office will draft a motion for Council to rescind the policy and remove the policy from the Policy Book upon approval.

c) The Policy Needs Revision:

- i. If the Policy Owner feels that the policy needs to be revised, they are responsible for making the necessary updates. Changes should be made in red so that Council can see the changes being suggested.
- ii. The CAO's Office will assist in the formatting of the new policy and will prepare a motion to take the revised policy to Council.

#### **4. REVIEW CYCLE**

4.1 This policy will be reviewed every 3 years.

