



CITY POLICY

SECTION: Municipal Government

NO: MU-CO-10

REFERENCE: Council

Date: June 3, 2024

**Next Review Date:
June 2026**

TITLE: Corporate Policy and Procedure Development, Revisions and Reviews

1.0 Objectives

- 1.1 The City of Dryden is committed to ensuring all corporate policies of the municipality are reviewed in a consistent and collaborative way on a regular basis.
 - 1.2 The purpose of establishing this policy is to provide an approval process for:
 - (a) policies and procedures that are newly created;
 - (b) existing policies and procedures that are reviewed with no significant changes; and,
 - (c) existing policies and procedures that are reviewed and revised with substantial changes.
 - 1.3 This policy shall apply to all City of Dryden Corporate policies and procedures.
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2.0 Review Process

- 2.1 All corporate policies and procedures shall be reviewed every two (2) years.
- 2.2 A review can also be initiated by Council, the CAO or by the Manager responsible for the policy.

This policy is subject to any specific provisions of the Municipal Act, or other relevant legislation.

- 2.3 All revised policies and procedures shall be forwarded to the Senior Management Team for review and comment.

3.0 Approval Process

- 3.1 All new corporate policies and procedures will be approved by Council.
- 3.2 All policies and procedures that contain substantial changes to the content and/or that may result in additional costs to department budgets shall require the approval of Council.
- 3.3 All policies and procedures that are reviewed for housekeeping purposes (minor content changes i.e. change of staff or staff titles, change of hours, review date, change to numbering of documents, etc.) will be approved by the Chief Administrative Officer.
- 3.4 All final draft policies and procedures shall be forwarded to the CAO for final review and direction from the CAO to place them on the agenda for the next regular Council Meeting.
- 3.5 Once discussed at the Council Meeting, the CAO and relevant Manager will incorporate any further changes as directed by Council and forward the final policies to the next regular meeting of Council for approval and implementation.
- 3.6 The policy becomes effective once approved by Council.

4.0 Corporate Policy Manual Maintenance

- 4.1 There will be one (1) master copy of all policies and procedures maintained in the Administration Department.
- 4.2 Once all policies have been reviewed and/or approved by Council, they will be placed on the City of Dryden website for internal and public access.

History			
Approval Date:	June 16, 2014	Approved by:	By-law 4208-2014
Amendment Date:	May 21, 2020	Approved by:	CAO
Amendment Date:	May 6, 2022	Approved by:	CAO
Amendment Date:	June 3, 2024	Approved by:	CAO