



# TOWN OF SEDGEWICK

## POLICY AND BYLAW REVIEW POLICY POLICY # 22-23

APPROVAL DATE: AUGUST 18<sup>TH</sup>, 2022  
RESOLUTION NUMBER: 2022-192

### 1. Policy Statement

Policies and Bylaws require regular review in order to confirm that they still comply with current statutory requirements and the wishes of Council.

### 2. Policy Purpose

The purpose of this policy is to provide the best understanding of the intent of Council through the periodic review of its Policies and Bylaws.

### 3. Definitions

3.1. "Council" means the sitting council of the Town of Sedgewick.

### 4. Guidelines

- 4.1. Every policy contained within the municipal policy handbook shall be reviewed by Council once every three (3) years.
- 4.2. Each bylaw in force and effect within the Town will be reviewed by Council once every five (5) years.
- 4.3. Land Use and Planning Bylaws receive ongoing review and scrutiny and are not subject to the procedures of this policy.
- 4.4. Bylaws pertaining to land acquisition, road widening, road closures, borrowing, etc. which are in effect in perpetuity are not subject to the procedures of this policy.
- 4.3. Nothing in this policy shall prevent the earlier review and evaluation of a policy or bylaw if circumstances so warrant.

### 5. Responsibilities

- 3.1. The Chief Administrative Officer is responsible to:
  - 3.1.1. Ensure that all policies and bylaws that are due for review are brought forth for Council consideration;
  - 3.1.2. Ensure that all policies and bylaws to be reviewed are in compliance with current statutory requirements;

3.1.3. Where a policy or bylaw to be reviewed is not in compliance with the current statutory requirements, notify Council of such.

3.2. Council is responsible to:

3.2.1. Ensure that all policies and bylaws are reviewed and evaluated to ensure that they are effective, appropriate and timely. Such evaluation shall include, but not be limited to, a determination of the following:

3.2.1.1. Whether such policy or bylaw is in compliance with current statutory requirements, as per the Chief Administrative Officer's notification;

3.2.1.2. Whether such policy or bylaw is reflective of the business of or the services provided by the Town.

3.2.1.3. Whether such policy or bylaw is appropriately administered by the Town. This shall include a review of all risk management issues, enforcement procedures and inspection systems;

3.2.1.4. Whether such policy or bylaw reflects the current organizational structure of the Town.

3.2.3. Ensure that all bylaws and policies once reviewed and evaluated are appropriately repealed, amended, or revised if necessary.

## 6. Revision/Review History

### TOWN OF SEDGEWICK

August 19, 2022  
DATE

  
MAYOR

August 19, 2022  
DATE

  
CHIEF ADMINISTRATIVE OFFICER