



TOWN OF BENTLEY

Public Works

Policy No. 1/2012 PW

Policy Title: Public Works Policy on Writing Policies

Date Adopted: February 14, 2012

Scheduled Review Date: March, 2017

Authority: Municipal Government Act, 2010, p. 34, Section 5(b) states: " A municipality has the duties that are imposed on it by this and other enactments and those that the municipality imposes on itself as a matter of policy ..."

Purpose:

- To establish clear vision and direction
- To proactively reduce exposure to risk and liability
- To comply with legal and statutory requirements
- To preserve and maintain assets of the Town

Policy Statement: Council has, as its responsibility, the governance of the Town of Bentley. In order to achieve this responsibility, Council may approve policies on matters of significance within the Public Works function.

Policies may be suggested by Administration, employees, members of Council, the public and key stakeholders. While these or other bodies may provide input into the policy making process, all recommendations must be directed through the Chief Administrative Officer for approval, thus ensuring an effective and appropriate policy format.

Council will retain authority to approve policies through a resolution passed at a duly constituted meeting.

All policies shall be adhered to by the Public Works Department, subject to the financial and manpower resources of the Town.



Mayor



Chief Administrative Officer