



**DISCOVER. GROW. BELONG.**

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| <b>Title: Policy &amp; By-law Review Policy</b> | <b>Date Approved: April 8, 2025</b> |
| <b>Policy #: GG 05-2025</b>                     | <b>Council Resolution #: 91-25</b>  |
| <b>Department: Administration</b>               | <b>Revision:</b>                    |
| <b>Rescinds:</b>                                | <b>Review Date:</b>                 |

### **Purpose**

The purpose of this policy is to establish a clear and consistent process for the periodic review of policies and bylaws to ensure they remain relevant, effective, and compliant with applicable laws and regulations.

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### **Scope**

This policy applies to all policies and bylaws adopted by the Town of Carberry, including those governing administrative, operational, and legislative matters.

### **Review Timelines**

All policies and bylaws shall be reviewed on a scheduled basis as follows:

- General Policies: Every five (5) years.
  - Bylaws: Every five (5) years, unless legislative changes or operational needs necessitate earlier review.
  - Finance and Budget Policies: Every three (3) years or as required by financial regulations.
  - Human Resources Policies: Every three (3) years or in response to legal changes.
  - Emergency and Safety Policies: Annually or as needed to maintain compliance with safety regulations.
  - Other Policies: As determined by the relevant department head or governing body.
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### **Review Process**

1. Policy Coordinator: The Chief Administrative Officer (CAO) shall maintain a schedule for policy and bylaw reviews and notify responsible departments of upcoming reviews.

2. **Departmental Review:** Each responsible department shall assess policies and bylaws under its jurisdiction, considering legal compliance, operational efficiency, and community needs.
  3. **Stakeholder Consultation:** If necessary, input from relevant stakeholders, including staff, elected officials, and the public, may be solicited.
  4. **Approval Process:** Proposed amendments shall be submitted to the Town Council for review and approval.
  5. **Implementation:** Approved changes shall be communicated to relevant parties and updated in official records.
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### **Interim Amendments**

If a significant issue arises between scheduled reviews, an ad hoc review may be conducted, and necessary amendments may be proposed outside the regular review cycle.

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### **Documentation and Record-Keeping**

All policy and bylaw reviews, including recommendations and approvals, shall be documented and retained for reference.

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### **Compliance and Monitoring**

The Chief Administrative Officer (CAO) shall ensure adherence to this review schedule and report to the Town Council on the status of policy and bylaw updates annually.

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### **Effective Date and Review Schedule**

This policy shall take effect upon approval and be reviewed every five (5) years to ensure its effectiveness and relevance.

**Adopted by Resolution of Council # at Carberry, Manitoba, this 8<sup>th</sup> day of April, 2025.**