

 <p style="text-align: center;">VILLAGE OF RYCROFT POLICY AND PROCEDURES MANUAL</p> <p style="text-align: center;">Review of Policies & Bylaws Policy</p>	<p>Function:</p> <p>Policy No.</p> <p>Effective Date:</p> <p>Supersedes:</p> <p>Amends:</p>	<p>Administration</p> <p>ADM.08</p> <p>July 2009</p> <p>NEW</p>
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Policy Purpose

To provide a clear understanding of the intent of the Council in the periodic review of its Policies and Bylaws.

Policy Statement

1. The Village will periodically review and evaluate all Bylaws and Policies to ensure that they are timely, effective and appropriate.

Policy Guidelines

1. Each bylaw in force and effect within the Village will be reviewed by Council once every three (3) years excepting that regulatory and enforcement bylaws shall be reviewed annually by Council. Land Use and Planning Bylaws receive ongoing review and scrutiny and are not subject to the procedures of this policy. That bylaws pertaining to land acquisition, road widening and road closures, which are in effect in perpetuity, are not subject to the procedures of this policy.
2. Every policy contained within the municipal policy handbook shall be reviewed by Council once every three (3) years.
3. Nothing in this policy shall prevent the earlier review and evaluation of a bylaw or policy if circumstances so warrant.

Policy Procedures

1. The Chief Administrative Officer is responsible to:
 - a) Ensure that all bylaws and policies that are due for review, be brought forth for Council consideration;
 - b) Ensure that all bylaws and policies to be reviewed are in compliance with the current statutory authorities, provisions and requirements;
 - i. Where a bylaw or policy to be reviewed is not in compliance with the current statutory authorities, provisions and requirements, notify Council of such.
2. Council is responsible to:
 - a) Ensure that all bylaws and policies be reviewed and evaluated to ensure that they are effective, appropriate and timely. Such evaluation shall include, but shall not be limited to, a determination of the following:
 - i. Whether such bylaw or policy is in compliance with the current statutory authorities, provisions and requirements, as per the Chief Administrative Officer’s notification;

- ii. Whether such bylaw or policy is reflective of the business of, or the services provided by, the Village.
 - iii. Whether such bylaw or policy is appropriately administered by the Village. This shall include a review of all risk management issues, including pertinent enforcement procedures and inspection systems;
 - iv. Whether such bylaw and policy reflects the current organizational structure of the Village.
- b) Ensure that all bylaws and policies once reviewed and evaluated are appropriately repealed, amended, or revised.

Method of Review Order

1. All policies and bylaws must be reviewed and current, Council shall review oldest policies and bylaws first, unless Administration or Council deems it necessary to review a policy or bylaw.