

Lac La Biche County *Policy*

TITLE: POLICY AND PROCEDURE DEVELOPMENT

POLICY NO: ADM-14-003

RESOLUTION: 20.1068

EFFECTIVE DATE: SEPTEMBER 18, 2012

DEPARTMENT RESPONSIBLE: LEGISLATIVE SERVICES **NEXT REVIEW DATE:** JANUARY 1, 2024

POLICY STATEMENT:

Lac La Biche County Council recognizes the distinction between Council's governance authority and the Chief Administrative Officer's administrative functions. Considering these distinct roles, Council believes there is value in establishing expectations relating to the development, approval and communication of the governance policies and administrative procedures of the municipality.

DEFINITIONS:

"Policy" means the written commitment of Council establishing service delivery, programs, and governance matters. Policy is approved, amended or rescinded by Council and reflect Council's values, established service levels and strategic goals.

"Procedure" means the written direction from Chief Administrative Officer (CAO) to employees regarding administrative or operational matters, outlining how Council's mandate will be achieved. Procedures are approved, amended or rescinded by the CAO to meet Council's mandate.

PRINCIPLES:

1. In accordance with the *Municipal Government Act*, the authority for approving policy lies with County Council.
2. Policies mandate actions or prescribe constrains and provide authority or direction from Council on service-levels and decision making.
3. The Chief Administrative Officer may establish administrative procedures to implement the policies and programs of the municipality.
 - a. The CAO will determine the need for administrative procedures, and if necessary, a framework for administrative matters, which may include further guidelines or standards, etc. The framework for administrative matters is under the sole discretion of the CAO and is only referenced in this policy to acknowledge this authority.
4. Policies must comply with federal and provincial statutes as well as municipal bylaws. Further, policies shall align with Council's strategic plan and shall be consistent with the overall policy manual of the County.

5. Policies are reviewed regularly to ensure they comply with statutes and represent Council’s values, service levels, and strategic goals.
 - a. Developing new policy, revising existing policy or rescinding obsolete policy is a collaboration between Council, Administration, and any applicable advisory bodies established by Council. This means that Council may provide direction initiating policy action, or alternatively, Administration or an advisory committee (as applicable) may identify policy action for recommendation to Council.
 - b. Policies may identify a “next review date” to aid in scheduling regular reviews by Administration. This review date does not prohibit more frequent reviews, nor does it make a policy obsolete if the “next review date” has lapsed.
6. Administration is responsible for researching, drafting and presenting policy recommendations to Council. When a policy recommendation is submitted from an advisory committee, Administration may continue to perform these roles.
7. Communication is vital for the governance and administrative interface to be successful.
 - a. Once approved by the CAO, Council will be advised of new procedures and amendments to established procedures.
 - b. Stakeholders shall have access to approved policies, as well as any administrative procedures, to be aware of services and programs provided by the municipality and understand how these may be accessed.
 - c. Active communication of the less formalized administrative framework, including guidelines or standards, is not subject to the above communication expectations, as these relate to the inward interaction within and between departments, and not necessarily the direct provision of services or program delivery to stakeholders.
8. The CAO is responsible to set out the format, numbering and “template” for the municipal policy manual.

"Original Signed"
Chief Administrative Officer

December 14, 2020
Date

"Original Signed"
Mayor

December 15, 2020
Date

SPECIAL NOTES/CROSS REFERENCE: Procedure ADM-14-003; CS-14-003

AMENDMENT DATE: December 1, 2020



Procedure

TITLE: POLICY AND PROCEDURE DEVELOPMENT

PROCEDURE NO: ADM-14-003

RESOLUTION: N/A

EFFECTIVE DATE: SEPTEMBER 18, 2012

DEPARTMENT RESPONSIBLE: LEGISLATIVE SERVICES

NEXT REVIEW DATE: JANUARY 1, 2024

GENERAL GUIDELINES:

Under the general direction of the CAO, Administration is responsible for researching, drafting and presenting policy recommendations to Council. Further, the Chief Administrative Officer may establish procedures to direct how a policy will be implemented.

PROCEDURE:

1. Written policies are a tool to communicate “the what” and “the why” to County stakeholders. Administrative procedures are a guide for “doing.”
2. When differentiating between policy and procedure, the following may be considered:
 - Does this establish service levels and programs?
 - Does this have broad application throughout the municipality?
 - Does this help ensure compliance with laws and regulations?
 - Does this enhance the County’s mission, strategic plan and operating philosophy?
 - Does this mandate specific action or constraint and contains provisions for compliance?
 - Does this subject matter require Council’s review and approval?

If a policy fits these criteria, it is a policy. If it does not, it is an administrative procedure.

3. When researching and drafting policies/procedures, departments may draw upon the best practices and experiences of other jurisdictions to address the service levels set by Council.
4. In the development of *certain* policies there may be benefit in establishing a set of comparative municipalities to use as a baseline. These comparative municipalities may represent characteristics similar to those of Lac La Biche County, (such as population, location, size, assessment, budget, provision of similar services and municipal status), and include:

Municipal Districts and Counties:

Athabasca County
County of Grand Prairie
County of St. Paul
MD of Bonnyville
MD of Opportunity
Parkland County
Rocky View County
Sturgeon County

Towns and Cities:

Town of Athabasca
Town of St. Paul
Town of Bonnyville
City of Cold Lake

Specialized Municipalities:

RM of Wood Buffalo
Strathcona County

The above list is not meant to limit further research with other municipalities, but rather to establish a standardized comparison for broadly evaluating policy options for Lac La Biche County.

5. Development of policies and procedures is a shared responsibility amongst Administration.
 - a. When a new or revised policy/procedure has been drafted, the administrative policy committee may serve as a resource to review and provide recommendations to the responsible department.
 - b. Upon review by the policy committee, the policy/procedure shall be referred to Members of the Senior Management Team (SMT).
 - c. Following an opportunity to comment by SMT Members, the policy may be forwarded to Council for adoption.
 - d. Despite the above, if a policy is within the mandate of an advisory committee established by Council, the policy shall first be referred to the applicable committee for recommendation to Council.

6. For administrative matters that address departmental processes, and not the direct provision of services to stakeholders, Senior Managers have the delegated authority to establish standard operating guidelines (SOGs) within the scope of the Senior Manager's division. Standard operating guidelines broadly affecting the organization (i.e. staff within more than one division) shall be referred to the Senior Management Team prior to approval.

"Original Signed"

Chief Administrative Officer

December 14, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: Policy ADM-14-013; CS-14-003

AMENDMENT DATE: December 1, 2020