

# Policy

<b>POLICY TITLE: POLICY AND PROCEDURE DEVELOPMENT</b>	<b>POLICY NO.: ADM-12-25</b>
<b>RESOLUTION: 298-22</b>	<b>EFFECTIVE DATE: 2022-09-14</b>
<b>DEPARTMENT RESPONSIBLE: Administration</b>	<b>NEXT REVIEW DATE: 2025-09-28</b>

## POLICY STATEMENT:

The Municipal District of Lesser Slave River No. 124 (Municipal District) 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:

**Council 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 Policy is approved, amended, or rescinded by Council and reflect Council's values, established service levels and strategic goals.

**Administrative 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 created/amended by the Senior Management Team and approved by the CAO to meet Council's mandate. Procedures and guidelines will form an Administration Manual.

## PRINCIPLE:

1. In accordance with the Municipal Government Act, the authority for approving policy lies with Municipal District Council.
2. Policies mandate actions or prescribe constraints and provide authority or direction from Council on service-levels and decision making within the realm of good governance.
3. The CAO 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.

- b. Administrative procedures may be developed by the Senior Management Team and approved by the CAO to ensure employees are aware, carry out, and comply with Council policies. Administrative procedures are to be implemented by all employees.
4. Policies must comply with federal and provincial statutes as well as municipal bylaws. Further, policies shall strive to align with Council's strategic plan and statutory plans that shall be consistent with the overall policy manual of the Municipal District.
5. Policies are strived to be reviewed every four (4) years or as required 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. Once a policy is approved by Council, Council authorizes the CAO to set the procedure on how a policy will be carried out; including implementing, monitoring, and evaluating.
  - c. The CAO and Senior Manager, Corporate Services, or designate is responsible for maintaining the record copies of, and a review schedule for, Council policies and administration procedures.
  - d. Council policies will be posted on the Municipal District website and otherwise be routinely available for the public on a request basis.
  - e. Administration procedures and guidelines will be made available to the public in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act*.



- f. The public shall have access to approved policies, as well as any administrative procedures, to be aware of services and programs provided by the municipality and to understand how these may be accessed.
  - g. 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 public.
8. The CAO is responsible to set out the format, numbering, and “template” for the municipal policy manual.

\_\_\_\_\_”Original Signed”\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_September 28, 2022\_\_\_\_\_  
Date

\_\_\_\_\_”Original Signed”\_\_\_\_\_  
Reeve

**SPECIAL NOTES/CROSS-REFERENCE: ADM-12-25 Supersedes B31, Guideline A.12 Policy and Procedure Development (to be developed)**

**AMENDMENT DATE: N/A**

