

SMOKY LAKE COUNTY



Title: County Council Meeting: Request for Decision	Policy No.: 27-02	<i>E</i>
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Legislation Reference:	Municipal Government Act, Section 153
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Purpose:	To ensure a standard format for providing information from which a Decision is sought by the County Council.
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Policy Statement and Guidelines:	
<p>The Request for Decision format will be used as a communication tool, where a decision is requested from the County Council.</p>	
<p style="text-align: center;"><u>REQUEST FOR DECISION - Components:</u></p>	
DATE:	Date of Council Meeting.
TOPIC:	Description of item being considered.
PROPOSAL:	To describe what is being brought forward, why it is considered now, any background which will add to the reasons why the item is being considered.
CORRELATION TO BUSINESS (STRATEGIC PLAN):	
How an item relates to the Planning documents of Smoky Lake County and relates it to the purpose of why this is being considered at this time – <i>Strategy #</i> .	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS:	
Quote #, Refer to, describe and correlate existing conditions that relate to the proposal – what can or cannot be done, and what may need to change.	
BENEFIT:	To outline benefits of the item being approved by Council.
DISADVANTAGE:	Outlining disadvantages of the item is not considered at this time and what the cost may be to the community, either tangible or intangible if the decision is delayed.

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Policy Statement and Guidelines:	
<p><u>ALTERNATIVES:</u> Describing in detail what alternatives may be available for Council to consider; and why this particular option is being recommended over the other alternatives considered.</p>	
<p><u>FINANCE /BUDGET IMPLICATIONS:</u> The impact this item will have on the budget or future financial position of Smoky Lake County.</p> <p>Operating Costs: _____ Capital Costs: _____ Budget Available: _____ Source of Funds: _____ Budget Costs: _____ Unbudgeted Costs: _____</p>	
<p><u>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS:</u> Describing any federal, provincial, or inter-municipal involvement and what this involvement means: e.g., <i>grants, existing agreements, future working relationships, etc.</i>).</p>	
<p><u>COMMUNICATION STRATEGY:</u> What processes are being considered for communicating this item to the affected parties: <i>public, staff, community organizations, etc.</i> Consideration will be given as to whether a press release is required, public notice, news item in the local paper, or an internal communication document to staff.</p>	
<p><u>RECOMMENDATION:</u> To describe what recommendation administration is asking Council to consider.</p> <p>The format illustrated in the attached as <i>Schedule "A": Request for Decision</i> will be followed when developing a request for decision - <i>blue colored paper</i> will be used.</p>	

	Date	Resolution Number
Approved	January 21, 1999	# 200 - Page 6574
Amended	October 26, 2006	# 22-06 - Page 8235
Amended		



REQUEST FOR DECISION		DATE	
TOPIC			
PROPOSAL			
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS			
BENEFITS			
DISADVANTAGES			
ALTERNATIVES			
FINANCE/BUDGET IMPLICATIONS			
Operating Costs:	_____	Capital Costs:	_____
Budget Available:	_____	Source of Funds:	_____
Budgeted Costs:	_____	Unbudgeted Costs:	_____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
RECOMMENDATION			
CHIEF ADMINISTRATIVE OFFICER			