

SMOKY LAKE COUNTY



Title: Governance Policies		Policy No.: 40-01
Section: 01	Code: P-I	Page No.: 1 of 5

E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	<p>Policies are essential to good government and to an understanding of the continuity of Council decision-making.</p> <p>To provide a process/framework for the ongoing, strategic, periodic review and evaluation of Smoky Lake County Policies.</p>
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Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1 Policies reflect Council’s view of what is to be done in order to achieve and may be part of a broad, long-term planning process. It provides a framework for the delegation of decision-making, eliminates misunderstanding, reduces uncertainties and enables goals and objectives to be met.</p> <p>1.2 These policies mandate various functions of Smoky Lake County, and where necessary, establish the procedures by which the functions are performed.</p> <p>2. OBJECTIVES:</p> <p>2.1 To clearly state and compile Policies of the Council.</p> <p>2.2 Establish procedures for the preparation, distribution and maintenance of Council policies and the Council "Governance Policy Manual".</p> <p>2.3 Review and evaluate all Policies to ensure that they remain effective, current, appropriate and aligned with provincial/federal legislation and Smoky Lake County’s Strategic Plan.</p> <p>3. GUIDELINES:</p> <p>3.1 Types of Policies:</p> <p>3.1.1 Policies of Intent (P-I): Are policies which are broadly-based dealing with long-term issues, reflecting the intention of Council to take certain actions on the goals and priorities of the community.</p>	

Title: Governance Policies		Policy No.: 40-01
Section: 01	Code: P-I	Page No.: 2 of 5 <i>E</i>

Policy Statement and Guidelines:

- 3.1.2 **Situational Policies (P-S):** Refer to those which are established by Council in response to a particular circumstance or occurrence which may not have been foreseen in the course of normal decision-making.
- 3.1.3 **Routine Policies (P-R):** Are policies which are drafted in response to ongoing issues or to issues which can be anticipated in advance.
- 3.1.4 **Administrative Policies (P-A):** Are policies which deal with day-to-day issues falling within the mandate and authority allocated to the Chief Administrative Officer.
- 3.2 The established "Governance Policy Manual" shall contain all County Policy Statements adopted by resolution of the Council.
- 3.3 All Policy Statements of the Council shall be prepared in writing. Once adopted by resolution, statements of policy will be reproduced, distributed and included in the "Governance Policy Manual" accompanied by the Policy number and the effective date.
- 3.4 Each **Policy Statement** shall include:
 - 3.4.1 The Purpose of the Policy.
 - 3.4.2 The Policy Statement shall identify the Objective, Definitions, Guidelines and Procedures, when necessary.
 - 3.4.3 Cross reference notations as to appropriate provisions, in accordance with Alberta Provincial Statutes or Bylaws.
 - 3.4.4 Amendments referenced to history, with dates that reflect when changes were made.
 - 3.4.5 A Policy number as assigned by Senior Administration.
- 3.5 The Senior Administration shall be responsible for the preparation, continuing maintenance and distribution of the "Governance Policy Manual", and the inclusion of amendments.
- 3.6 The "Governance Policy Manual" will be accessible to all employees of Smoky Lake County and to the general public via internet.

Title: Governance Policies		Policy No.: 40-01
Section: 01	Code: P-I	Page No.: 3 of 5 E

Policy Statement and Guidelines:

- 3.7 Each Policy Statement has a responsible Department and it shall be the responsibility of the Department to:
- 3.7.1 Periodically review their assigned policies.
 - 3.7.2 Provide appropriate revisions and cross references as necessary.
 - 3.7.3 Review policies and provide revisions as requested by Council or as recommended by Senior Administration to Council.
- 3.8 The Assistant Chief Administrative Officer is responsible to:
- 3.8.1 Assist Departments in the legislative and legal review of Policies.
 - 3.8.2 Ensure that policies are tracked for review by Departments.

4. PROCEDURES:

- 4.1 Council, any Council Committee, the Chief Administrative Officer and Managers may initiate Policy proposals for consideration by Council.
- 4.2 Council or the Policy Committee may review the "Governance Policy Manual", at any time, to determine which, if any, policies need to be reviewed or rescinded.
- 4.2.1 Nothing in this Policy shall prevent the earlier review or evaluation of a Policy, if circumstances so warrant.
 - 4.2.2 Where Provincial or Federal legislation or the text of a County policy dictates a more frequent review, the legislation or policy text shall prevail over this policy.
- 4.3 Senior Administration and Council shall formally review the policies in the "Governance Policy Manual" as required to determine which policies need to be amended.
- 4.4 Senior Administration will be responsible for assignment of tentative and final policy numbers to a proposed policy.
- 4.5 Proposed Council policies will follow the policy approval process as per *Policy Statement No. 01-22: Policy Committee: Terms of Reference* already established for Smoky Lake County. All proposed policy drafts or revisions will be forwarded by Senior Administration, the Policy Committee or Council, and then to Council for final consideration.

Title: Governance Policies		Policy No.: 40-01
Section: 01	Code: P-I	Page No.: 4 of 5 <i>E</i>

Policy Statement and Guidelines:	
4.6	Once Council officially approves and adopts the proposed Policy Statement, the Senior Administration will be responsible for publication of the Policy and distribution.
4.7	As required, the Senior Administration will update the "Governance Policy Manual".
4.8	<i>Schedule "A": Smoky Lake County – Policy Review Schedule</i> will be created and updated to serve as a tracking tool to determine which policies need to be reviewed.
4.8.1	Administration will develop Schedule "A" as a Plan track Policy Review dates. As each Policy will be reviewed it will be documented and the review date on the Summary plan will be revised accordingly to the next scheduled review date.
4.8.2	A Summary Schedule on the Review of Policies will be reported to Council on the progress at each quarterly scheduled Strategic Plan Meeting.

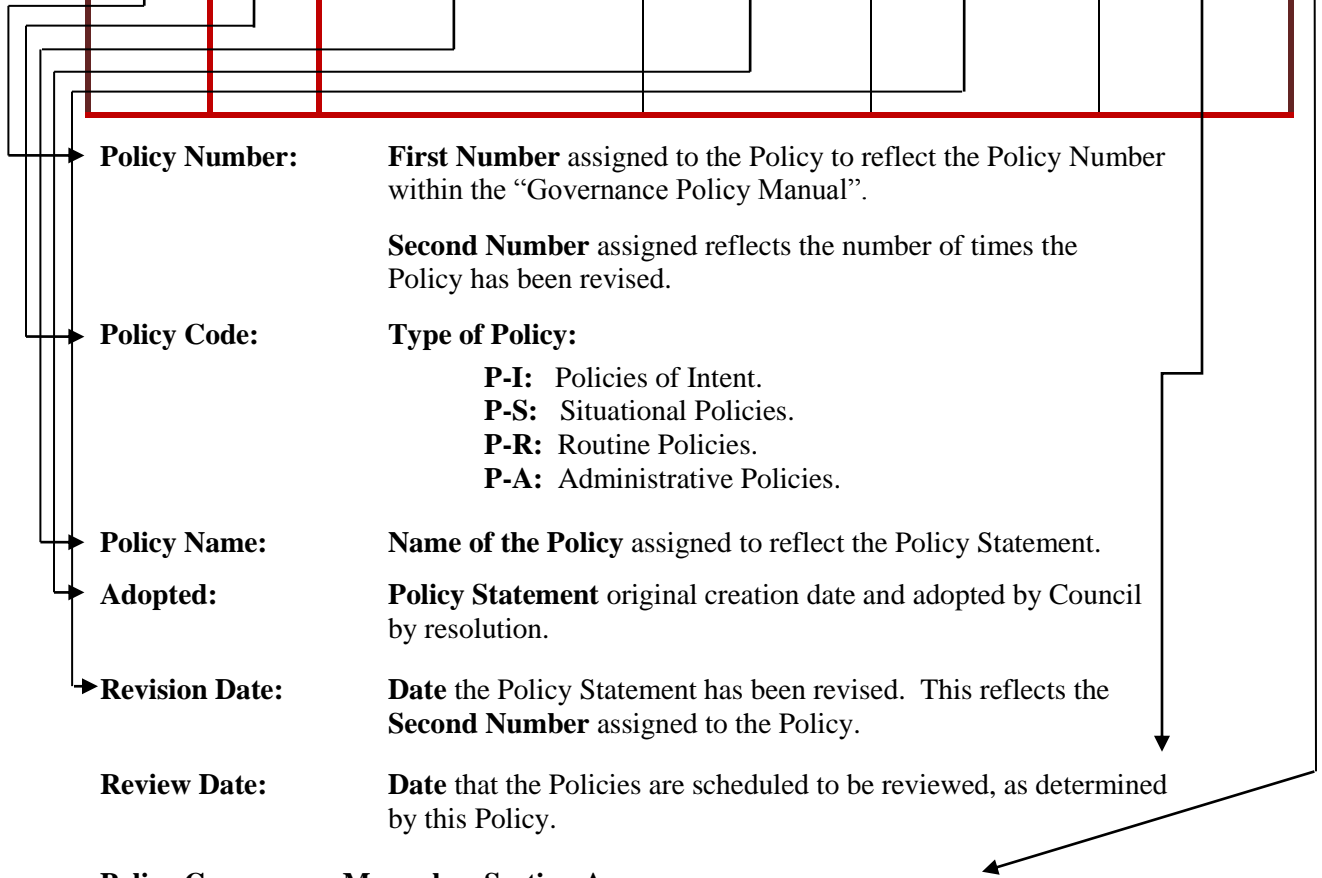
	Date	Resolution Number
Approved	September 26, 2013	#953-13 - Page # 10820
Amended		
Amended		



SCHEDULE "A"

SMOKY LAKE COUNTY – POLICY REVIEW SCHEDULE
Template – Sample

Policy Number	Policy Code	Policy Name	Adopted	Last Amended	Next Review
01 GENERAL GOVERNMENT SERVICES					
01-02	P-I	Procedures and Transacting of Organizational Meeting	February 23, 1984	February 24, 2000	February 2012



Policy Number: **First Number** assigned to the Policy to reflect the Policy Number within the “Governance Policy Manual”.

Second Number assigned reflects the number of times the Policy has been revised.

Policy Code:

Type of Policy:

- P-I:** Policies of Intent.
- P-S:** Situational Policies.
- P-R:** Routine Policies.
- P-A:** Administrative Policies.

Policy Name:

Name of the Policy assigned to reflect the Policy Statement.

Adopted:

Policy Statement original creation date and adopted by Council by resolution.

Revision Date:

Date the Policy Statement has been revised. This reflects the **Second Number** assigned to the Policy.

Review Date:

Date that the Policies are scheduled to be reviewed, as determined by this Policy.

Policy Governance Manual:

Section Areas:

- 01: General Government Services**
 - 12: Assessment and Taxation**
 - 13: Tax Recovery and Municipal Property**
 - 14: Risk Management**
 - 15: Human Resources**
- 02: Protective Services**
- 03: Transportation Services**
- 04: Environmental Health Services**
- 05: Public Health and Welfare Services**
- 06: Environmental Development Services**
 - 61: Planning, Development and Subdivision Control**
 - 62: Agricultural Service Board**
- 07: Recreation and Cultural Services**
- 08: Fiscal Services**
- 09: Natural Gas**