

# **Municipal Policy Handbook Process Overview**

February 6, 2018

# Background

- In the early 2000s there was a desire to enshrine all decision-making guidance within policy, even when the information contained did not meet the standard for policy
- Many policies that were passed in that time frame contain operational direction.

# Why are we here?

- Municipalities are bound to follow their policies
- Updated policies enhance effective governance
- In 2014, a program to review the Municipal Policy Handbook was developed, and implementation began in 2015

# What is Policy

- Policy is a guideline or principle that provides direction for decision-making and action
- Policies are high-level statements that describe what the County stands for, or what our level or standard of service will be
- Council is responsible to pass policies to:
  - let the public know the County's stance on issues
  - provide guidance when employees need to make a decision that touches on what the County "stands for"
  - establish a standard of service that the County strives to meet

# Policy Implementation

- Administration is responsible for implementing Council's policy direction
- Administration can achieve this through the creation of a Directive. Directives are similar to a Policy in that they provide high-level administrative direction and are approved by the Chief Commissioner
- Directives apply to any of the responsibilities that have been delegated to the Chief Commissioner by the *Municipal Government Act*, any other Act, or by Bylaw

# Policy Review and Rescission

- Policies should be reviewed regularly for relevance and applicability. At minimum, policies must be reviewed on a three-year cycle
- Policies should be rescinded when
  - they are no longer needed
  - the matter is covered or superseded by other legislation,
  - they are not aligned with Council's current strategic direction
- Rescinding unnecessary policies allows Council to focus on those policies that reflect the current direction

# Current State

- The County currently has 178 policies
- Eight new policies under development
- In 2017, Council passed 9 new policies (some of which were replacing outdated policies)
- 60 policies have been reviewed and updated
- 38 policies are currently in the review program, leaving 80 that will need to be addressed, including the 12 that are due for review in 2018
- There will be five policies on today's agenda that Administration is recommending for rescission

# Policy Review is a High Priority

- LLS provides expertise and facilitation to internal departments in the development of bylaws, policies, guidelines and procedures
- Legislative and Legal Services has been working with all Strathcona County departments to conduct a thorough policy review
- Under LLS's Corporate Business Plan the target is to have 90% of all policies reviewed and 90% of all Directives and accompanying procedures completed by the end of 2018

# Next Steps

- Starting today, Council will begin to see policy review reports on most agendas
- Administration will be bringing forward any one or more of the following:
  - New policies for consideration
  - Proposed amendments to existing policies
  - Proposals to rescind and replace with updated policies
  - Proposals to rescind policies that will be replaced with a Directive
  - Proposals to rescind policies that are no longer necessary (including the five on today's agenda)
- Whenever possible, policies that are interconnected will be brought forward together

# Thank you

## Any Questions?