

GOVERNANCE DOCUMENT FRAMEWORK POLICY

Policy Number:	11/005.01 2022PO
Policy Review:	Every 5 Years or upon Legislative Change
Policy Owner (Dept.):	Office of the CAO
Reference(s):	

1. PURPOSE OF POLICY

- 1.1. To establish the framework for Governance Documents at the City of Lacombe.

2. POLICY STATEMENT

- 2.1. The City has a formalized approach for categorizing, developing, and maintaining the City’s various Governance Documents (Bylaws, Council Policies, Administrative Policies, Administrative Directives, Codes of Practice, Operating Standards and Procedures).

3. APPLICABILITY

- 3.1. This Policy applies to Council and Administration.
- 3.2. This Policy comes into effect upon approval of Council.

4. DEFINITIONS AND ABBREVIATIONS

- 4.1. **CAO** – the City of Lacombe’s Chief Administrative Officer
- 4.2. **City** – the City of Lacombe

5. ROLES AND RESPONSIBILITIES

- 5.1. Council
 - 5.1.1. Approve Policy.
 - 5.1.2. Comply with this Policy.
- 5.2. Chief Administrative Officer
 - 5.2.1. Ensure staff compliance with this Policy.
 - 5.2.2. Ensure that Council, staff, and the public are informed of this Policy.

COUNCIL POLICY



6. POLICY DETAILS

6.1. Bylaws

Definition	<p>A bylaw is a law made by a local authority in accordance with the powers conferred by or delegated to it under a statute, such as the Municipal Government Act (MGA). Council may pass a bylaw to govern the affairs within the council (the procedural bylaw) and bylaws that govern within the municipality. Common bylaws include vehicle parking and stopping regulations, animal control, licensing, noise, business regulation, and management of public recreation areas. A municipal by-law is no different than any other law of the land, and can be enforced with penalties, challenged in court, and must comply with higher levels of law. Municipal bylaws are often enforceable through the public justice system, and offenders can be charged with a criminal offence for breach of a bylaw.</p>
Characteristics	<ul style="list-style-type: none"> • Externally applicable and externally facing • Used when Council is addressing or informing the public • Used when penalties may be involved, and enforcement may be required • Impacts all, or most, of the City of Lacombe populace • Available on the City’s public website • Amendments are communicated to the public via Council Highlights, and possibly a press release • If not passed within 2 years of first reading the bylaw lapses as per section 188 of the MGA • Requires Administration to present to Council via a Request for Decision for the creation, any recommend amendments, or recommended repeal • Maintained by the Legislative Coordinator and Records Management Coordinator; A master index is maintained for hardcopy files and electronic copies • Master record is the original signed and sealed copy • Bylaw numbers are registered in the Master Index’s database by the Records Management Coordinator to ensure no duplicate numbers are presently used, and that the history of amendments and repeals of bylaws is tracked
Examples	<ul style="list-style-type: none"> • Debenture Bylaws • Land Use Bylaw • Chief Administrative Officer Bylaw • Bylaws to establish certain boards, agencies, or commissions
Council Access & Approval	<ul style="list-style-type: none"> • Authority to pass, amend or repeal a bylaw lies with Council, and requires 3 readings at an open Council meeting to pass. May involve a public hearing or other forms of open debate

COUNCIL POLICY



6.2. Council Policy

<p>Definition</p>	<p>A statement of intent from Council that provides guidance. Council Policies provide Administration direction on a particular topic or advises residents how the City will or will not deal with a particular set of circumstances.</p> <p>Council Policies provide a framework for the delegation of decision making, provides a broad statement guiding actions toward a desired outcome, and does not contain details of the procedures or protocols of how Administration is to achieve the desired outcome.</p> <p>Council Policies may direct resources and the approval authority rests with the elected Council.</p>
<p>Characteristics</p>	<ul style="list-style-type: none"> • Externally facing, but may have applicability either externally or internally • Approved by Council via a single motion or resolution made during a Council meeting • Advises Administration on what Council expects for strategic direction • Advises the public on the service that citizens can expect from the City • Debated in an open Council meeting where amendments may be directed • Requires Administration to present to Council via a Request for Decision for the creation, any recommend amendments, or recommended rescindment • Broadly impacts a large portion of residents or businesses or has more wide-reaching ramifications • May direct or commit City resources to accomplish the Council Policy’s purpose or intent • Available on the City’s public website, and internal SharePoint site • Policy changes are communicated to the public via Council Highlights, and possibly a press release • Maintained by the Records Management Coordinator; a master index is maintained for hardcopy files and electronic copies • Master record is the original signed and sealed copy in coordination with the minutes of the Council meeting and council resolution number of the resolution that approved the policy
<p>Examples</p>	<ul style="list-style-type: none"> • Debt Management Fiscal Policy • Public Consultation Policy • Annual Budget and Taxation Policy • Snow Clearing Policy
<p>Council Access & Approval</p>	<ul style="list-style-type: none"> • Approved by Council as a resolution at a Council Meeting

COUNCIL POLICY



6.3. Administrative Policy

<p>Definition</p>	<p>A statement of intent from Administration that provides information or direction to citizens and staff. Administrative Policies are more specific than Council Policies and generally relate to a particular facility, service, or program. Administrative Policies have an external component to them and are available on the City’s website.</p> <p>Typically, they do not affect most of the populace of the City of Lacombe. They must work within the resources allocated by Council.</p> <p>Resources must be already allocated to support any amendments, and cannot conflict with Council Policies, Bylaw(s) or Council direction. Authority to approve Administrative Policy rests with the Chief Administrative Officer. Council will be notified through the CAO report when new Administrative Policies are created or amendments are made to existing Policies.</p>
<p>Characteristics</p>	<ul style="list-style-type: none"> • Externally or internally applicable and externally facing • Approved by the CAO • Advises the public on the service that citizens can expect from the City’s Administration • Designed to provide functional agility to make changes to specific policies, resulting in streamlined operations and reducing red tape • Council is notified of the Administrative Policy, any amendments, or rescindments • Council may require that the Administrative Policy’s intended content become a Council Policy instead • Must work within the framework of Bylaws and Council Policies • Affects people or businesses choosing to access services, facilities, programs, etc. • Impacts a portion of residents or businesses • May include process steps • Available on the City’s public website and internal SharePoint site. • Communicated to Council and the public via the CAO Report to Council, specific user groups or those directly impacted will be individually notified as well • Maintained by the Records Management Coordinator; a master index is maintained for hardcopy files and electronic copies • Master record is the original signed copy
<p>Examples</p>	<ul style="list-style-type: none"> • Ball Diamond, Soccer Field Booking • Ice Center • Recording of Council Meeting • Hours of Work • Staff Training and Development

COUNCIL POLICY



	<ul style="list-style-type: none"> • Role, Projects and Policy Initiatives for Recreation and Culture Board • Lacombe Memorial Centre Deposit and Payment • Michener Recreation Area Concession
Council Access & Approval	<ul style="list-style-type: none"> • Notified of any amendments via CAO Report within the Council Agenda • Can direct conversion of an Administrative Policy to a Council Policy, if appropriate

6.4. Administrative Directive

Definition	<p>An action-oriented document that specifies the process and related high-level procedures for delivery of administrative programs and activities. Directives provide a framework for carrying out organizational decisions. They must work within the resources allocated, i.e., budget.</p> <p>Resources must be already allocated to support any amendments, and cannot conflict with Council Policies, Bylaw(s) or Council direction. Authority to approve Directives is by decision of the Chief Administrative Officer.</p>
Characteristics	<ul style="list-style-type: none"> • Internally applicable and internally facing • Approved by the CAO • Administrative Directives are not to be used for external users or communicated externally. • Similar to an Administrative Policy in terms of authority and consequences for non-compliance but have no public component • Available to staff on the internal SharePoint site • Maintained by the Records Management Coordinator; a master index is maintained for hardcopy files and electronic copies • Master record is the original signed copy
Examples	<ul style="list-style-type: none"> • Land Developer Investor Engagement • Customer Credit Card Handling • Retention and Disposition of Records • Insurance Claims • Determination of Yield Vs. Stop Sign Control • WCB Payment Process • Workplace Violence Prevention • Offsite Levy Model and Bylaw Update Process
Council Access & Approval	<ul style="list-style-type: none"> • Available upon request to the CAO

COUNCIL POLICY



6.5. Code of Practice

Definition	Documentation verifying the City's rules and procedures for certain tasks satisfy an external expectation based on legislation.
Characteristics	<ul style="list-style-type: none"> • Internally applicable and internally facing • Approved by a Manager • Generally related to or coming out of legislative requirements • Available to staff on the internal website site/SharePoint • Maintained by the Records Management Coordinator; a master index is maintained for hardcopy files and electronic copies • Master record is the original signed copy
Examples	<ul style="list-style-type: none"> • Exposure to Blood and Bodily Fluids • Confined Space • Lockout and Tag Out Procedures • Personal Protective Equipment Requirements • Working Alone • Working at Heights
Council Access & Approval	<ul style="list-style-type: none"> • Available upon request to the CAO

6.6. Operating Standards and Procedures

Definition	<p>An evergreen (continually updated) document of detailed instructions authorized by a Manager, providing specific direction on how to complete tasks within the department or cross-departmentally.</p> <p>Operating Standards is a term that will encompass any terminology that departments use and may include but is not limited to: Safe work practices (SWP), Standard Operating Guidelines (SOGs), Standard Operating Practices (SOPs), How To's, Task Instructions, Checklists, Procedural Guidelines, and Flowcharts.</p>
Characteristics	<ul style="list-style-type: none"> • Internally applicable and internally facing • Approved by the Manager of the staff impacted by the document, i.e., the Fire Chief for a Fire Department staff only • Cross-departmental Operating Standards and Flowcharts are available to staff on the internal website site/SharePoint • Maintained by the Records Management Coordinator; a master index is maintained for electronic copies • Often contain industry specific jargon, professional abbreviations or shorthand
Examples	<ul style="list-style-type: none"> • Land Use Bylaw Updating • Utility Billing Transfer to Taxes Process

COUNCIL POLICY



	<ul style="list-style-type: none"> Board & Commission Volunteer Appointments Vacant Building Checks Subdivision Plan Review Checklist
Council Access & Approval	<ul style="list-style-type: none"> Available upon request to the CAO

7. END OF POLICY

Original Signed

Original Signed

Signature of Mayor

Signature of CAO

November 28, 2022

November 28, 2022

Date

Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description

Review History

Date of Policy Owner's Review	Description/Action Taken or Required
November 2022	Policy Created