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## POLICIES, DIRECTIVES AND PROCEDURES

# POLICIES

A Policy provides a way of ensuring that consistent decisions are made on similar matters. Policies establish guidelines that Council approves for administration to follow. Administration then provides the programs and services according to the policies.



# POLICIES

- Council-approved policies set the standards for public services and programs for Parkland County, based on Council's values and priorities, and strategic directions
- Policies are approved, amended or rescinded by Council
- Policies will comply with federal and provincial government legislation and regulations, Council's Strategic Plan, and County bylaws and policies
- Provide the intent of Council
- Generally focus on the legal, legislative, governance and or monetary perspectives, but not specifics.
- Policies are posted to the County's public facing website
- Review period 5 years

# ADMINISTRATIVE DIRECTIVES

- Administrative Directives are general statements that County employees (including contractors) must adhere to when performing their duties on behalf of the County, and align to the policies approved by Council.
- Ensure that all regulatory and legal responsibilities under acts and regulations are captured and risks are defined.
- Define the terms that staff must understand in order to follow the Directive
- Identify the legal authority by which staff are required to follow the Directive
- Direct staff to related procedures, manuals, guidelines, standards or other attachments related to that particular administrative directive
- Provide the “what” and intent of administration
- Are approved by the CAO
- Are used for internal administrative purposes
- Review period 3 years

# ADMINISTRATIVE PROCEDURES

- Administrative procedures establish processes that must be followed by employees
- Procedures assign responsibilities and identify the specific steps staff need to follow to accomplish certain tasks. Following the steps will help ensure that staff act in alignment with the guidelines of the related administrative directive
- Provide the steps and “how” of the over arching policy
- Are approved by the CAO
- Are used for internal purposes
- Review period – annually or at a minimum every 3 years

# GENERAL CONTEXT

- There appears to be too many policies, relative to directives and procedures.
- The goal is to reduce interfaces, and provide clarity through each policy area.
- Formatting, nomenclature, and definitions need to be addressed.
- Simplification and “leaning out” the documents will help everyone better understand and implement.
- Role clarity ( RASCI) as part of each policy.
- Four General Areas
  - Financial Controls
  - Governance
  - Operations
  - Human Resources
- We would expect a two year effort to allow for the clean up of these documents.

# PROCESS AND TIMING

- Introduction today to process
- At each Committee of the Whole meeting, one or two policies to be presented, as well as an overview of the focus to clean up the area.
- Those same one or two documents will then be presented at a Council meeting for approval, and the area will continue until it is completed.
- Schedule
  - 1. Human Resources
  - 2. Financial Controls
  - 3. Operations
  - 4. Governance

# HUMAN RESOURCES

- Proposal of two policies:
  - One policy that will deal with Council's governance over budget, monetary, compensation
  - One policy to deal with governance, such as whistleblowing.
- Consolidation of directives and procedures to ensure current regulatory compliance, simplicity and ease of use.
- Consolidation of current compensation, vacation, hours of work, moving allowance, and staff training and development into one policy.



# QUESTIONS/COMMENTS