



**City of
Lloydminster**

Policy

Policy Title:	Governance Documents Policy		Policy Number:	120-01	
Date of Council Approval:	January 28, 2019	Motion No.:	120-01	Year of Review:	2022
Department Sponsored by:	Office of the City Clerk				

1. Purpose:

- 1.1. To establish guidelines, processes, roles and responsibilities for the systematic and periodic review of Bylaws, Policies and Directives.
- 1.2. To ensure that Bylaws, Policies and Directives remain timely, effective and meet the needs of the City.

2. Definitions:

Administration	An employee, contract employee or volunteer of the City of Lloydminster.
Bylaw	A Council-approved, legislative document intended to regulate, prescribe and advance local government matters.
Council	Individuals elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Directive	A City Manager approved document that includes statements about the way Administration operates and descriptions of internal work processes.
Executive Manager	A member of the City's executive leadership team, which shall include but is not limited to the city clerk, chief financial officer, chief of staff and executive managers.
Policy	A Council approved document that includes statements that set duties and standards of performance for the City and Administration.
Review Schedule	A listing of all current Bylaws, Policies and Directives which outlines the last date reviewed and the next date a review is scheduled.

Sponsoring Department	The City department overseeing the researching and drafting of a Bylaw, Policy or Directive.
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3. Scope:

- 3.1. This Policy applies to all members of Council and Administration.

4. Responsibilities:

- 4.1. Executive Manager of the Sponsoring Department shall:
 - 4.1.1. Ensure Bylaws, Policies, and Directives that impact the Sponsoring Department are reviewed as required;
 - 4.1.2. Provide direction to members of Administration with respect to the review and possible amendments, repeal or rescission of Bylaws, Policies and Directives.
- 4.2. Office of the City Clerk shall:
 - 4.2.1. Maintain and monitor the Review Schedule and annually contact Sponsoring Departments to initiate the scheduled review of Bylaws, Policies and Directives;
 - 4.2.2. Review amended Bylaws, Policies and Directives from Sponsoring Departments for procedural, legislative and format compliance prior to submission to the Executive Leadership Team; and
 - 4.2.3. Quarterly compile, for inclusion in a Council or Committee Meeting, a report listing those Bylaws and Policies reviewed and a summary of any amendments made or an indication that no changes are requested.
 - 4.2.4. Annually compile and provide, for inclusion in an Executive Leadership Team meeting, a listing of Directives reviewed, and a summary of amendments made or an indication that no changes are requested.

5. Guidelines

- 5.1. In conjunction with the Office of the City Clerk, Sponsoring Departments shall complete a systematic review of Bylaws, Policies and Directives in accordance with the Review Schedule.
- 5.2. Nothing in this Policy shall prevent reviews and evaluations of Bylaws, Policies and Directives from taking place earlier.
- 5.3. The Office of the City Clerk shall review all Bylaws, Policies and Directives to ensure consistency and legislative compliance before Sponsoring

Departments present them to the Executive Leadership Team or members of Council.

- 5.4. Administration shall be able to correct spelling, grammatical errors or formatting errors found in any Bylaw, Policy or Directive without requiring Council approval, if such corrections do not change the spirit or intent of the document.

6. Penalty:

- 6.1. Any member of Administration found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 6.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter*."

7. Responsibility:

- 7.1. City Council shall review and approve all Policies.
- 7.2. City Administration shall administer the policy through the use of a supporting procedure.
- 7.3. Sponsoring Department is responsible for creating and amending a supporting procedure.