

# Wheatland County

## Request for Decision

Regular Council Meeting

May 5, 2020

Report prepared by: Alyssa Robb



## Wheatland County Policy Restructure

### Recommendation from Administration

That Council approve proposed changes to the structure of Wheatland County's policies contained in the attached document to accommodate the dissolution of Section 3 – General Policies.

### Chief Administrative Officer's Comments

N/A

### Report

Wheatland County Administration is undertaking a project to improve the policies contained within our current Section 3 – General Policies. The scope of this project includes updating policy formatting for consistency throughout Wheatland County's policy documents, updating content to ensure that policies are effectively achieving their intended purpose, and improving user-friendliness of our policy system by making individual policies easier to find for staff and the public.

It was determined that the General Policy section contains a "mixed-bag" of policy topics that could be better accommodated through minor restructure of our policy system. As a first phase of this policy improvement project, administration hopes to receive Council's support to dissolve Section 3 – General Policies. We, instead, propose the creation of three new sections and redistribution of individual general policies to more appropriate section locations as described in the attached document.

Subsequent phases of this policy improvement project will include policy reformatting and updates to policy content. Council's recent request for an RFD for changes to our procurement policy to focus purchasing on Canadian-made products will be accommodated during the next phase of this project as a priority.

### Relevant Policies, Practices, and Legislation

Wheatland County Section 3 – General Policies

### Alignment with the Strategic Plan

N/A

### Response Options

Option 1: THAT the proposed recommendation is accepted/approved.

Option 2: THAT the proposed recommendation is not accepted/approved.

Option 3: THAT an alternate recommendation is accepted/approved.

### Implications of Recommendation

### General

N/A

### **Organizational**

No content changes to policies are proposed at this time. If approved, policies will be moved exactly as currently written to complete the first phase of the policy improvement project.

### **Financial**

N/A

### **Environmental, Staff, and Public Safety**

N/A

### **Follow-up Action / Communications**

Administration will make structural changes as approved and continue work towards policy updates. The intent is to bring the new Section 2 – Corporate and Financial Policies back to Council with proposed updates to ensure that Council's request for update to the procurement policy is accommodated as a priority.

## Report Approval Details

Document Title:	Wheatland County Policy Restructure.docx
Attachments:	- Policy Restructure.docx
Final Approval Date:	Apr 27, 2020

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink, appearing to read "Brian Henderson", written in a cursive style.

Brian Henderson