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# GOVERNANCE DOCUMENT REVIEW

FOURTH QUARTER

**January 2023**

Office of The City Clerk

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## **PREFACE**

The Records Management Bylaw was approved in 2022 and provides guidelines, processes, roles and responsibilities for the review and updating of governance documents.

This report outlines the 2022 review schedule, all reviews completed within the fourth quarter (Q4), as well as any new policies and bylaws that have been established within this quarter.

## Documents Scheduled for Review

Below is a detailed review of the bylaws and policies scheduled for review in Q4;

DOCUMENT TITLE	DEPARTMENT	STATUS	NOTES
<b>POLICIES</b>			
Records Management Policy	Legislative Services	Complete	Repealed and replaced by Records Management Bylaw.
COVID-19 Vaccination & Rapid Testing for Council Policy	Legislative Services	Complete	Repealed.
<b>BYLAWS</b>			
MDP Bylaw	Planning	Under Review	Review moved to 2023. New Bylaw to be brought forward in Q1 2023.
Borrowing Bylaw – Taxes	Finance	Complete	To be repealed.
Manufactured Homes Assessment Bylaw	Assessment & Taxation	Complete	No changes required at this time.

## New Governance Documents

In addition to the governance document reviews scheduled for Q4, Administration has brought forward the following governance documents for approval by Council. The below documents were either scheduled for review previously or have been newly developed.

### Policies

- Reserves Policy
- Council Remuneration Policy
- Saskatchewan Tax Enforcement Policy

### Bylaws

- Landfill Use Bylaw
- Community Standards Bylaw
- Road Closure Bylaw – 52 Avenue
- Land Use Bylaw Amendment – Drive Through Vehicle Services
- Taxation of Student Dormitories Bylaw
- Planning District Official Community Plan Bylaw Amendment
- Land Use Bylaw Amendment – NEASP
- ATCO Agreement Bylaw Amendments – Annexation
- Northeast Area Structure Plan Bylaw
- Cemetery Bylaw

## Governance Document Review Schedule 2022

Below is the 2022 schedule for each quarter, not including any newly developed documents to be brought forward.

Q1	Q2	Q3	Q4
POLICIES			
Area Structure Plan Policy	Saskatchewan Lotteries Community Grant Policy	Procurement & Purchasing Policy	Records Management Policy
Cannabis Retailer Fee Policy	FCSS Grant Policy	Debt Management for Capital Expenditures Policy	COVID-19 Vaccination & Rapid Testing for Council Policy
Lloydminster Tobacco & Reduction Grant Policy	Governance Documents Policy		
	Recreation Access Policy		
	Workplace Harassment Prevention Policy		
BYLAWS			
Tax Levy Bylaws (8)	Landfill Rates Bylaw	Taxi & Vehicle for Hire Bylaw	Municipal Development Plan Bylaw
Debenture Bylaw (West Sanitary Truck)	ATCO Gas Agreement Bylaw	Plumbing & Drainage Bylaw	Manufactured Homes Assessment Bylaw
Special Assessment Rates Bylaw	ATCO Electric Agreement Bylaw		
Special Assessments Bylaws (2)	Community Standards Bylaw		
Supplementary Assessment Bylaw 2021			

## Outstanding Governance Document Reviews

Below is a listing of all outstanding reviews.

POLICIES	DEPARTMENT	STATUS
Communications Policy	Communications	Anticipated completion date was Q1 2022. Internal Directives require updating alongside the Policy and Administration plans to bring forward the Policy in Q1 2023.
Transfer Refund Withdrawal Policy	Recreation and Cultural Services/Finance	Anticipated completion Q1 2023.
Landfill Tipping Fee Exemption Policy	Waste Services	Anticipated completion was Q3 2022. Administration plans to bring updated policy forward in Q2 of 2023 to allow for additional resources for the complete review.
Amortization and Useful Life Policy	Finance	Anticipated completion Q1 2023.
Video Surveillance Policy	Information Technology	Anticipated completion Q1 2023.
Workplace Harassment Prevention Policy	Employee Relations	Anticipated completion Q1 2023.
Procurement & Purchasing Policy	Legislative Services	Anticipated completion Q2 2023 as Administration has identified significant changes required and is working on finalizing the Policy.