

Function: Administration - 05  
Department: Legislative - 030  
**Policy #: 001**



# Bylaw, Policy, Procedure & Directive Development

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Effective Date: January 25, 2018  
Review Date: January 25, 2023  
Resolution #: 56-18  
References: Procedure 05-030-001: Municipal Governance Documents,  
Procedure 05-030-002: Numbering Convention for Bylaws, Policies,  
Procedures and Directives,  
Procedure 05-030-003: Numbering Convention for Bylaws, Policies,  
Procedures and Directives  
Cancels: Policy 203: Policy Development, Policy 201: Bylaw Procedure

CAO Signature:

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## **Policy Statement:**

Bylaws, Policies, Procedures and Directives are created by Lac Ste. Anne County to set out a standard of performance or to address a discretionary duty the County will or will not meet. They provide guidelines setting out the level and manner of service the County will perform to.

Lac Ste. Anne County will have a system for organizing Policies, Procedures and Directives that allows for efficient approval and review, and will assist residents and employees in understanding Council's direction on all matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish the County's business and strategic priorities and, where appropriate, to mitigate risk. Council may pass a Bylaw to govern the affairs within the Council (e.g. Procedural Bylaw or Code of Conduct for Councillors) and Bylaws that govern the municipality.

Collectively, this system of Bylaws, Policies, Procedures and Directives will be known as *Municipal Governance Documents (MGD)*.