



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: REQUEST FOR DECISION

Procedure No: 1014-01

Approval: CAO

Effective Date: January 14, 2014

Supersedes Procedure No: None

1. Definitions

- 1.1. Request for Decision (RFD) means a document produced by Greenview staff for presentation to Council members at a Regular Council, Committee of the Whole, or other board or committee meeting, which includes a recommended course of action, response options and financial impact, and which utilizes a consistent format or template.

2. Responsibilities

2.1. Council Members:

- 2.1.1. Are to review all RFDs presented to them prior to the meeting and to bring forward any questions or comments at meetings about the subject matter presented in RFDs.
- 2.1.2. Are to use RFDs as a starting point for review, discussion and, ultimately, for making decisions on the subject matter.

2.2 Chief Administrative Officer:

- 2.2.1 Is to review all RFDs prior to circulation within the agenda package to ensure that professional standards and best practices are being leveraged in crafting RFDs.
- 2.2.2 Is to request revisions to RFDs when deemed appropriate in order to facilitate a good decision-making process for Council.
- 2.2.3 Is to ensure that agenda packages are distributed within required timelines.

2.3 Senior Management Team:

- 2.3.1 Are to objectively review RFDs regularly prior to the agenda package going out. This review will include discussing recommendations, information provided, options, financial impacts and best practices.
- 2.3.2 Are to provide guidance and leadership to Management staff in drafting and presenting RFDs to Council.

2.4 Managers:

- 2.4.1 Are responsible for the drafting of RFDs for their functional area.
- 2.4.2 Are to ensure that RFDs include the history of the matter at hand, all relevant documentation and an analysis of various response options.
- 2.4.3 Are to ensure that all RFDs are submitted within the required timelines.

2.5 Chief Financial Officer:

- 2.5.1 Is to review each RFD prior to its inclusion in the agenda package for financial information, ensuring that funding sources are correct and that any budgetary requirements are being adhered to.

2.6 Legislative Services Officer:

- 2.6.1 Is to review each RFD to ensure that recommendations are properly worded (constitute a binding decision as written).
- 2.6.2 Is to ensure that relevant legislation, bylaws and policies are referenced within the RFD.
- 2.6.3 Is to identify any potential procedural or legal issues that are noted as a result of the RFD.
- 2.6.4 Is to identify and remedy any concerns regarding information provided within an RFD which must be withheld pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3. End of Procedure

Approved: 14.01.13