

**Title: REQUEST FOR DECISION**

**Policy No: 1014**

**Effective Date: July 8, 2019**

**Motion Number: 19.07.532**

**Supersedes Policy No: (None)**

**Review Date: July 8, 2022**



**Purpose:** To help facilitate good governance and good decision making, Greenview aims to utilize a consistent process when making a request for decision. A request for decision shall include all pertinent information and background materials related to the issue, alternative courses of action, as well as a recommendation from administration based on the information for Council or Council Committee to act on.

**DEFINITIONS**

For the purpose of this Policy:

**CAO** means the Chief Administrative Officer of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**RFD** means Request for Decision. This is a document containing information and materials relating to an issue needing Council or Council Committee direction and includes, alternative courses of action for Council to consider, financial implications, staffing implications, relevant legislation, the level of public engagement required, and a recommended course of action by Administration based on the information provided.

**Council Board or Committee** means a Committee of Council including Committee of the Whole and Policy Review Committee, as well as the Agriculture Service Board, but excludes the Municipal Planning Commission.

**POLICY**

1. All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the responsible Manager, General Manager or the CAO, and structured in the form of a draft recommended motion.
2. With the Request for Decision appropriate background materials shall be provided on the recommended motion and the major options presented.
3. Each RFD shall show that it has been reviewed by the CAO, and each RFD to a Board or Committee shall show that it has been reviewed by the General Manager of the department responsible for support services to the Board or Committee.

4. Each RFD shall address any necessary legal or financial issues.
5. A member of Council or Council Committee may move the recommended motion from the RFD or any motion they believe appropriate.

#### PROCEDURE

1. Administration will provide a RFD template for all staff to follow and will make the template available to staff.
2. Managers are responsible to draft RFDs for their functional areas.
3. General Managers are responsible to review and sign off on RFDs from their management and staff. General Managers are to provide guidance and support to staff when presenting the RFDs to Council.
4. The CAO is responsible to review and sign off on all RFDs prior to the circulation of the agenda package. The CAO should ensure that each RFD is in compliance with any Federal or Provincial legislation or Bylaw of Greenview and that the pertinent legislation is noted appropriately on the RFD. The CAO should ensure consistency with Greenview policies and the various plans and strategic directions of Council.
5. Council is responsible to review the information presented in the RFD prior to the meeting to inform their decision making on the matter presented, ask questions for clarification, and seek more information if it is required.
6. RFDs should include:
  - 5.1 Subject
  - 5.2 Identify which body the RFD is directed to (Council, Committee of the Whole, etc.)
  - 5.3 Meeting date
  - 5.4 Department
  - 5.5 Strategic Plan (identify which principle of the Strategic Plan applies)
  - 5.6 Any Provincial or Federal Legislation, or Greenview Bylaw applies
  - 5.7 A recommended action in the form of a motion
  - 5.8 Relevant Background
    - 5.8.1 History, including previous Council direction on the matter
    - 5.8.2 Identify the issue
    - 5.8.3 Identify current practices, or suggested best practices if they differ
    - 5.8.4 Any facts that are pertinent to Council or other body making a decision
  - 5.9 Benefits of the recommended action
  - 5.10 Disadvantages of the recommended action
  - 5.11 Alternatives considered
    - 5.11.1 Include why this alternative is not being recommended.
    - 5.11.2 Identify implications of the alternatives
  - 5.12 Financial implications
  - 5.13 Staffing implications
  - 5.14 Public engagement level required based on IAP2 Framework for public consultation
  - 5.15 Any attachments