

MUNICIPAL POLICY MANUAL

CODE NUMBER: 1015

CATEGORY: Management &
Organizational Functions

PRIORITY SETTING POLICY & PROCEDURES

BACKGROUND

The Council of the County of Athabasca deems it necessary to establish specific priorities for action, and to review these priorities on a regular basis.

POLICY

The Council agrees to carry out priority setting exercises on a regular basis, using either County staff or outside consultants, at the discretion of Council. Council also agrees that a flexible and ongoing approach to priority setting is essential to the effective operation of the municipality.

PROCEDURES

1. Within 3 months of a general municipal election, the County Manager shall place on the Agenda of a Regular Council Meeting the item of "Planning and Priority Setting".
2. The County Manager and the Reeve shall suggest a process for Council to use in identifying and prioritizing issues and projects to be addressed by Council and Administration.
3. Within 6 months of the general election, Council should have identified and agreed on the priority ranking of action items. Although a number of items will be on the Priority Listing, Council will generally direct Administration to focus their efforts on the top five priorities.
4. In order for an item to be removed from the Priority Listing, Council must agree that the item has been dealt with to the satisfaction of Council, or that it is no longer an issue and should be struck from the listing.

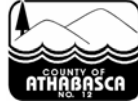
A resolution to remove an item from the Priority Listing must be passed by a 2/3 majority vote of Council. Normally such a resolution will be dealt with during a planning & priority review session, but Council may choose to consider such a resolution at any regular Council meeting.

Effective

Policy Date: 96/05/30

Reference: P# 11280

Revision: 03/01/23



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5. After establishing the initial Priority Listing, County Council will meet approximately every 3 months to review the progress towards the top 5 priorities. Council will also undertake an exercise at this time to identify any new issues and to establish a new Priority Listing for the direction of Council and Administrative efforts.
6. The process of reviewing progress and re-establishing issues and the Priority Listing every 3 months will be ongoing until the general municipal election, at which time Procedure #1 will be utilized, and the cycle will start over.

Effective

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