
Date

The following was adopted as Policy by **Resolution No. 12.06.171** at the **Special Council Meeting** held on **June 26, 2012**.

Purpose

1. To establish and govern how documents are accepted by the District and how these documents are reviewed and adopted into official District regulations.
2. To establish a plan hierarchy to allow for clarity when referencing documents.

Definitions

Adopt: used to formally accept and put documents into effect within the District.

Endorse in Principle: used to express support of a document, but not formally adopt as policy.

Policy

The District of Lake Country (the “District”) regularly prepares and commissions reports, studies and plans (documents) in order to undertake routine business practices. The District also regularly accepts un-commissioned reports and studies from third-party/consultant/non-profit groups.

The District has a substantial collection of these documents from the past and these types of documents will continue to be accepted by the District in the future.

This policy is intended to establish and govern how these documents are adopted into official regulations and allow them to be categorized.

Adoption of this policy does not change the status (adopted, repealed, endorsed in principle) of any document. The status of a document can only be changed by Council Resolution.

PROCEDURE

The following procedures should be followed when documents are submitted to the District:

- A. The document shall be presented to Council for ‘Information Only’.
 - This may include a presentation from the authors to explain the significance of the document.

AND / OR

- B. The document shall be reviewed in detail by staff and presented to Council with an action plan for implementation. Council should then pass a resolution based on the recommended action plan.
- An action plan for implementation may include, but is not limited to recommendations such as:
 - Adopt the document as bylaw or policy; or
 - Incorporate pertinent portions of the document into bylaws or policies; or
 - Create and complete a specific project related to the document.
 - The action plan for implementation is important as it will allow Council to direct staff on how the information should be incorporated into the District's bylaw and policy framework.

CLASSIFICATION

- All documents (existing and new) shall be classified into one of the following categories:
 - (i) In Effect**
 - Documents are formal District policy or bylaw.
 - These documents have been adopted by Council.
 - Only documents that are Adopted by Council Resolution shall be used for decision making purposes.
 - (ii) Reference**
 - Documents that provide background information, have been used to help create policy, are a useful resource, repealed documents, documents that are endorsed in principle, or documents that are outdated but provide information on the historical progression of the community.
 - Important sections or statements of these documents should be incorporated into documents in effect.
 - This list will be continually updated as bylaws and policies are repealed and as documents are updated.
 - There is no need to adopt or pass resolution to have a document included in this list.
 - Several examples of reference documents include:
 - Sensitive Ecosystem Inventory,
 - Sector Plans,
 - Provincial policy papers or guidebooks,
 - previous Official Community Plans,
 - Winfield Area Community Plan,
 - (iii) For Information Only**
 - Documents that have been provided to Council, but for various reasons have not been adopted or endorsed in principle.
 - A resolution stating that these documents are 'received' is not necessary because as soon as the document is placed on a Council Agenda the document has been submitted.
 - Documents 'For Information Only' shall have no legal standing and shall not be referenced for decision making purposes.
- Classification of documents into the appropriate category should occur whenever documents are adopted, repealed, updated, or endorsed in principle.
- Classification of documents does not change the status (adopted, repealed, endorsed in principle) of the document.

Original signed by James Baker
Mayor

Original signed by Reyna Seabrook
Corporate Officer