

## MUNICIPAL SERVICE LEVEL INVENTORY

POLICY NO.	CP-186.24
DIVISION DEPARTMENT	Administration
REVIEW PERIOD	Every 4 Years or Upon Legislative Change

### 1. POLICY PURPOSE

- 1.1 To establish the purpose and role of the Municipal Service Level Inventory in the Town of Blackfalds’ planning processes.

### 2. POLICY STATEMENT

- 2.1 The Municipal Service Level Inventory (MSLI) will outline the services that the Town provides as well as a description of the service and the service level. The MSLI will play a key role in the Town’s planning processes to determine and communicate services and service levels.

### 3. DEFINITIONS

- 3.1 “**Chief Administrative Officer or CAO**” means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 “**Council**” means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.
- 3.3 **Municipal Service Level Inventory (MSLI)**” means a comprehensive list and description of municipal services and their corresponding service level.
- 3.4 “**Senior Leadership Team**” means the Chief Administrative Officer and the Directors.
- 3.5 “**Town**” means the municipality of the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to all organizational units at the Town.

## **5. AUTHORITY AND RESPONSIBILITIES**

### 5.1 Council to:

- 5.1.1 Adopt and support this Policy by resolution.
- 5.1.2 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.
- 5.1.3 Approve the MSLI that articulates the municipal services, descriptions, and service levels.
- 5.1.4 Review the MSLI and note any services or service levels that Council would like Administration to explore potential changes.

### 5.2 Chief Administrative Officer to:

- 5.2.1 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.
- 5.2.3 Ensure reviews and updates to the MSLI are accurate and up-to-date based on any changes resulting from the new budget.

## **6. POLICY**

- 6.1 Council will approve the MSLI that articulates the municipal services, descriptions, and service levels that the Town provides to the public as well as internal services between Departments.
- 6.2 Early in the calendar year, Administration will review and update the MSLI to ensure it is accurate and up-to-date based on any changes resulting from the new budget.
- 6.3 At the beginning stages of the budget cycle in the spring, Council will review the MSLI and note any services or service levels that Council would like Administration to explore potential changes. Managers will also make note of potential changes to explore.
- 6.4 As part of the budget cycle, the Senior Leadership Team will prioritize which potential services or service levels to investigate more thoroughly through business case submission.
- 6.5 Council will consider business cases during fall budget deliberations and approve any changes to services and/or service levels, which will be clearly noted in budget documentation.

- 6.6 Council, Administration, and staff can use the Municipal Service Level Inventory as a foundational document for the Town to:
  - a. Communicate municipal services and service levels across the organization and to the public.
  - b. Support continuous improvement for the Town, such as asset management, metrics for evidence-informed decision-making, budgeting processes, and reviews for further effectiveness and efficiency.

**7. EXCLUSIONS**

7.1 None

**8. SPECIAL SITUATIONS**

8.1 None

**9. RELATED DOCUMENTS**

- 9.1. 2024 Municipal Service Level Inventory
- 9.2. Municipal Service Level Inventory Procedure

**10. END OF POLICY**

-Original Signed-

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Mayor

-Original Signed-

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Chief Administrative Officer

-Original Dated-

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Date

-Original Dated-

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Date

**POLICY RECORD HISTORY**

	<b>Resolution No:</b>	<b>Date</b>
Policy Adopted		
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description