



COUNCIL POLICY C-ADO1

Policy Development

Prepared By:	Legislative and Administrative Services	Council Approval Date:	October 14, 2014
Effective Date:	October 14, 2014	Council Resolution No.:	N/A
References:	Municipal Government Act CAO Bylaw No. 41-2007 Procedures C-AD01-P1	Previous Revision Date:	June 28, 2011 (Policy AD 001)
Function:	Strategic Management	Reviewed by LAS:	May 13, 2014

PURPOSE

To establish a consistent approach for the development, approval, and formatting of Parkland County policies, directives and procedures.

POLICY STATEMENT

Parkland County shall establish a consistent approach and philosophy for the development and approval of Parkland County policies.

SCOPE

This policy applies to all Parkland County employees who develop, approve, and format Parkland County policies, directives and procedures.

DEFINITIONS

1. "Administrative Directive" or "Directive" means written direction of the Chief Administrative Officer (CAO) to staff regarding operational matters and internal administration. Directives that are created, amended, or made obsolete must be approved by the CAO.
2. "Administrative Procedures" or "Procedures" means specific written processes that support either a policy or directive. Procedures that are created, amended or made obsolete must be approved by the CAO.
3. "Council Policy" or "Policy" means written commitment and direction of Council regarding matters of governance, public services and programs, and standards of performance for the County, based on Council's values, priorities, and strategic directions. Policies that are created, amended, or rescinded must be approved by Council resolution.
4. "Executive Committee" means the CAO and General Managers.
5. "Management" means the CAO, General Managers, and Managers.
6. "Operational Guidelines" or "Guidelines" means written standards, actions or processes that staff of a particular department or service area are expected to perform or uphold, and may include standard operating guidelines, standard operating procedures or standard work practices. Guidelines must be approved by a Department Manager or designate.

MANAGEMENT RESPONSIBILITIES

The Manager of Legislative and Administrative Services is responsible for implementing, monitoring and evaluating this policy.

STANDARDS

1. County Council shall approve policies that address issues within the realm of governance such as, but not restricted to, directions and goals intended to achieve Council's values and priorities, strategic directions, service levels, Council roles and responsibilities, and how Council will conduct itself.
2. The CAO, in accordance with the direction and intent of this policy, shall determine which issues should be brought to Council for approval as Council Policy, after consultation with the Executive Committee and the Mayor if necessary.
3. Policies, directives, and procedures shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Parkland County's Mission Statement, bylaws and policies.
4. Policies, directives, and procedures shall be drafted in a format acceptable to Legislative and Administrative Services (LAS).
5. Policies, directives, and procedures shall be reviewed by LAS before approval to confirm compliance with this policy.
6. Policy, directives, and procedures development may allow for consultation and participation of other departments, personnel, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy. In the event of an emergent or other situation where it is in the best interest of the County to do so, the CAO may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the particular situation.
7. Council policies are to be recommended (for Council approval) by the Governance and Priorities Committee, or Agricultural Services Board (for agricultural policies).
8. Approved policies, directives and procedures will be made accessible to Council and staff for information.
9. The CAO or designate(s) shall review policies, directives, and procedures on an ongoing basis to ensure that they continue to be relevant and current.
10. These standards do not apply to Operational Guidelines.
11. County Council delegates responsibility for effective policy implementation and evaluation to the CAO, as provided in the CAO Bylaw, and amendments thereto.