



COUNCIL POLICY C-AD01

Policy Development

Prepared By:	Legislative and Administrative Services	Council Approval Date:	October 14, 2014
Effective Date:	February 9, 2016		
References:	Municipal Government Act CAO Bylaw No. 2014-30 Procedures C-AD01-P1	Previous Revision Date:	October 14, 2014
Function:	Strategic Management	Reviewed by LAS:	February 2, 2016

PURPOSE

To establish principles that guide decisions and achieve rational outcomes in the public interest and public good.

POLICY STATEMENT

Parkland County will establish a set of directions, activities and behaviors that create strategies and priorities that direct governmental action.

SCOPE

This policy applies to Parkland County employees who develop policy.

DEFINITIONS

1. "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. Policy is approved, amended or rescinded by Council.
2. "Administrative Directive" or "Directive" means the Chief Administrative Officer (CAO) written direction to employees regarding operational matters and internal administration. Directives are approved, amended, or rescinded by the CAO.

MANAGEMENT RESPONSIBILITIES

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

STANDARDS

1. Policy will address the directions and goals to achieve Council's values and priorities, strategic directions, service levels, Council roles and responsibilities, and how Council will conduct itself.
2. Policy will comply with federal and provincial government legislation and regulations, Council's Strategic Plan, County bylaws and policies.

3. In the event of an emergent situation 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.
4. Approved policies will be made accessible to the public on the County's website and at the Parkland County Centre during regular office hours.
5. The CAO or designate(s) will review policy on an ongoing basis to ensure that they continue to be relevant and up-to-date.