



POLICY C-AD01

Policy Development

Prepared By: Legislative and Administrative Services

Council Approval Date: June 28, 2011

Effective Date: February 22, 2011

Council Resolution No.: 214-11

References: Municipal Government Act
CAO Bylaw No. 41-2007
Procedures C-AD-01P

Previous Revision Date: February 22, 2011

Function: Strategic Management

LAS Endorsement:

PURPOSE

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

POLICY STATEMENT

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

DEFINITIONS

1. "Council Policy" means policy regarding governance, public issues, and services to the public, which require Council approval.
2. "Administrative Policy" means administrative *directives* regarding operational matters and internal administration, which typically have limited impact on the public, which require approval by the Chief Administrative Officer (CAO).
3. "Administrative Procedures" means administrative processes that support either Council or Administrative policy, which are approved by the CAO.
4. "Executive Committee" means the CAO and General Managers.
5. "Management" means the CAO, General Managers, and managers.

RESPONSIBILITIES

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.

The CAO, in consultation with the Mayor, shall administer administrative policies and procedures that address administrative and operational responsibilities of Parkland County.

STANDARDS

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Parkland County's Mission Statement, bylaws and policies.
2. Policies shall be drafted in a format acceptable to Legislative and Administrative Services (LAS).
3. Policies shall be reviewed by LAS before approval to confirm compliance with this policy.
4. Policy 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.
5. Council policies are to be recommended (for Council approval) by the Governance and Priorities Committee.
6. Administrative procedures may be developed by the CAO (or designate) to operationalize a policy. Approved Administrative policies and procedures will be available for Council information.
7. The CAO or designate(s) shall review policies on an ongoing basis to ensure that they continue to be relevant and current.
8. County Council delegates responsibility for effective policy implementation and evaluation to the CAO, as provided in the CAO Bylaw No. 41-2007, and amendments thereto.