

Human Resources

Human Resources Department
Policy L20

Policy:	L20 – Human Resources
Policy Department(s):	Human Resources Department
Adoption Date:	February 27, 2023
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Policy Purpose

The County of Grande Prairie is committed to creating a work environment that contributes to employee health and well-being. The Human Resources policy guides our Human Resources programs, services and practices to ensure the County attracts, recruits and retains talent to support our vision to be first in building sustainable, prosperous and safe communities, recognizing that employees are essential to the successful operation of the County.

Policy Statement

The County of Grande Prairie, in accordance with the Municipal Government Act and the County’s Chief Administrative Officer Bylaw, delegates authority for the administration of the municipality to the Chief Administrative Officer (CAO).

Definitions

“CAO” also known as “County Manager” or “Chief Administrative Officer” means the person, or delegate appointed by Council to the position of Chief Administrative Officer under the Municipal Government Act for the County.

Policy Guidelines

1. The CAO is the head of the municipality and responsible for implementing Council policies. The CAO administers Human Resources programs, services and procedures as required to support the achievement of Council’s goals and direction.
2. The CAO maintains an Employment Policy Handbook which outlines the municipality’s human resources programs, services and procedures including terms and conditions of employment.
3. Any changes to the Employment Policy Handbook or human resources programs, services or procedures which have a budgetary impact require Council approval.

Attachments

N/A

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References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	B1 – Policy Development
Other	Employment Policy Handbook

Revision History

Review Date	Description
May 4, 2026	Reviewed and Presented for Information
February 27, 2023	Adoption Date CM20230207.013