



# Mandatory Review of Policies

Legislative Services  
Policy B20

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<b>Policy:</b>	B20 – Mandatory Review of Policies
<b>Policy Department(s):</b>	Legislative Services
<b>Adoption Date:</b>	June 1, 2015
<b>Adoption Reference:</b>	CM20150601.1003
<b>Effective Date:</b>	June 1, 2015
<b>Last Amended:</b>	January 24, 2022

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## Policy Purpose

To provide a process to ensure County policies are reviewed on a regular basis and updated to remain relevant and accurate to current municipal practices.

## Policy Statement

The County of Grande Prairie is committed to ensure that municipal policies remain effective, current, necessary and aligned with the provincial/federal legislation and the County of Grande Prairie No. 1's Strategic Plan and Priorities.

## Definitions

"CAO" means the person, or delegate appointed by Council to the position of Chief Administrative officer under the Municipal Government Act for the County of Grande Prairie No. 1;

"County" means the municipal corporation of the County of Grande Prairie No. 1 having jurisdiction under the Municipal Government Act and other applicable legislation;

"Election" means a municipal election held in accordance with the Local Authorities Election Act, and does not include a by-election.

"Policy and Procedures Master Manual" means the official copy of the County of Grande Prairie's policy and procedure electronic file maintained by Legislative Services, as updated from time to time;

"Responsible Department" means the department within the County according to the organizational chart that is responsible for the creation, implementation and maintenance of their respective policies and procedures.

## Policy Guidelines

1. Each County policy contained within the County's Policy and Procedure Master Manual shall be reviewed by the Responsible Department and referred to Council for consideration and endorsement every 4 years in the year following an Election.



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2. All policies will be reviewed and referred to Council for consideration and endorsement in the year following an Election regardless of if they require any changes.
3. Policies that require a change or update outside of the regular review period can be brought forward to Council for consideration and endorsement at any time.
4. Policy revisions shall be tracked by date and motion number on the policy document and held in the Policy and Procedures Master Manual which is maintained and housed by Legislative Services.
5. Where provincial or federal legislation dictates or the text of the policy dictates a more frequent review, the legislation or text of the policy shall prevail.

## Attachments

Not Applicable

## References

<b>Legal Authorities</b>	Municipal Government Act, RSA 2000, c M-26
<b>Related Plans, Bylaws, Policies, Etc.</b>	B1 – Policy Development (all policies will reference Policy B1)
<b>Other</b>	Procedure – Process and Timelines for Mandatory Review of Policies in the Year Following an Election

## Revision History

<b>Review Date</b>	<b>Description</b>
January 24, 2022	Reviewed and Amended CM20220124.010
August 9, 2021	Reviewed and Amended CM20210823.006
June 5, 2018	Reviewed and Amended (CAO Approval Form)
June 1, 2015	Adoption Date CM20150601.1003