



Policy Development

Legislative Services
Policy B1

Policy:	B1 – Policy Development
Policy Department(s):	Legislative Services
Adoption Date:	June 14, 1999
Adoption Reference:	N/A
Effective Date:	June 14, 1999
Last Amended:	December 20, 2021

Policy Purpose

The purpose of this policy is to support good governance by establishing a consistent and quality standard for the development of policies and procedures within the County of Grande Prairie No.1.

Policy Statement

The County of Grande Prairie is committed to supporting good governance through the development of policies that support the objectives, standards and priorities identified by Council and promote transparency, clarity and consistency in decision-making.

Definitions

“Administration” means the general operations of the County, including all personnel, financial and other related resources, as permitted by the Municipal Government Act;

“Chief Administrative Officer” also known as “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;

“Policy” means a set of principles, rules and guidelines adopted by Council to assist Administration to make decisions consistent with the County’s operational and strategic goals;

“Procedure” means the steps you take to achieve the policy (standard). The steps are succinct and to a point on how Administration will carry out the standards; and

Policy Guidelines

1. Policies shall provide Council’s strategic direction to the Chief Administrative Officer on the provisions of programs and services and provide information to the public.
2. Policies will be written in clear, precise language to support a common understanding of the policy’s purpose, scope and requirements.



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3. Each County policy will follow a consistent format as set out Schedule 'A' Policy Template. The use and interpretation of all County Policies and Schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP), the County of Grande Prairie's Records Management Policy and any other applicable legislation, regulation or act.
4. Non-compliance of County policies may lead to disciplinary action up to and including termination of employment.
5. The master policy manual will be housed with Legislative Services and is available electronically on the County's external website. Policies come into effect immediately after being approved by Council by way of a motion, unless Council passes a motion otherwise.
6. Any changes that are made to Policies are to be approved by Council. The CAO has the authority to amend the related schedules of County Policies from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta.
7. The CAO may at their discretion make changes to policies without materially affecting the intent of the policy to correct clerical, technical, grammatical or typographical errors and to bring out more clearly what is considered to be the meaning of the policy. Written notification must be sent to Council when clerical changes are made by the CAO.
8. Council is responsible to:
 - Provide direction for the establishment of policies;
 - Review, consider, debate and pass or defeat motions regarding policies as the County's governing body;
 - Providing support when required; and
 - Promote and foster the principles of County policies in all their work and interactions.
9. The Chief Administrative Officer is responsible to:
 - Direct the preparation of draft policies and procedures for Council consideration;
 - review draft policies for consistency with the County's goals, strategies and objectives and other plans and policies;
 - Ensure that policies and programs are implemented and enforced;
 - Provide direction, support and resources;
 - Introduce administrative procedures to support policy; and
 - Promote and fostering the principles of County policies in all their work and interactions.
10. Directors are responsible to:
 - Draft and review policy as directed by the CAO;
 - Make recommendations on proposed policies or to create policy;
 - Support the CAO in implementing and enforcement of programs and policies;
 - Ensure employees are educated and trained on policies and programs;
 - Ensure that policies are relevant and up to date; and
 - Promote and foster the principles of County policies in all their work and interactions.



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Attachments

Schedule 'A' – Policy Template

References

Legal Authorities	Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	Policy B20 Mandatory Review of Policies
Other	Policy Development Procedure

Revision History

Review Date	Description
December 20, 2021	Reviewed and Amended #CM20211220.011
January 20, 2020	Reviewed and Amended #CM20200120.018
March 7, 2016	Reviewed and Amended #CM20160307.1010
June 14, 1999	Adoption Date



Policy:	XX – Policy Title
Policy Department(s):	Policy Department
Adoption Date:	Month Day, Year
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Last Amended:	Month Day, Year

Policy Purpose

The policy purpose should be short and to the point. Describe the reason for the policy, including any specific needs being addressed. Two or three sentences are adequate.

Policy Statement

The policy statement is a statement of Council's overall intent on the particular topic of the Policy. Provide a clear and authoritative expression of direction. This is a good place to tie to mission, vision, value and goals.

Definitions

Include any definitions necessary for clarification of the Policy. Things to define would be words or acronyms that are not commonly used or known. If the word has the same meaning as you would find in a dictionary it does not need defining.

"CAO" means the Chief Administrative Officer.

Policy Guidelines

1. This is the body of the policy.
2. The numbering of the policy will begin in this section. It will continue sequentially in additional sections below.
 - 2.1. Additional points should be numbered as 2.1, 2.3, etc.

Attachments

Schedule 'A' – Name of Schedule
Schedule 'B' – Name of Schedule
Schedule 'C' – Name of Schedule



B1 Schedule 'A' – Policy Template

Policy Title

Policy Department
Policy XX

References

Legal Authorities	Ex: Municipal Government Act, RSA 2000, c M-26
Related Plans, Bylaws, Policies, Etc.	B1 - Policy Development (all policies will reference Policy B1)
Other	Procedure XX

Revision History

Review Date	Description
Month Day, Year	Reviewed and Amended #CM(motion number)
Month Day, Year	Adoption Date