

# CITY OF CHESTERMERE

## POLICY HANDBOOK

<b>EFFECTIVE DATE:</b> September 5, 2017		<b>SECTION:</b> 800 <b>POLICY:</b> 834
<b>APPROVED BY:</b> City Council	<b>APPROVED DATE:</b> September 7, 2017	<b>TITLE OF POLICY:</b> Human Resources Policies and Procedures Framework
<b>REVISED DATE:</b> July 20, 2021		<b>POLICY TYPE:</b> Council

### **PURPOSE**

The City Council of the City of Chestermere has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

Policies are essential in providing substance to this mandate. The purpose of this policy is to provide a framework for corporate Human Resources policies and procedures.

### **DEFINITIONS**

- “CAO” means the Chief Administrative Officer for the City of Chestermere appointed pursuant to the *Designated Officer Bylaw 019-16* and as defined in the *Municipal Government Act* and any amendments thereto.

### **SCOPE**

This policy applies to City Council and City Administration.

### **POLICY**

#### **Council’s Strategic Direction**

It is the policy of the City of Chestermere to attract and retain exemplary employees, to support and develop these employees, and to hold them accountable for maintaining acceptable standards of behaviour and achieving corporate outcomes.

Bearing in mind Council’s Strategic Direction, City Council principles are to be applied by the CAO in the management of personnel and the work environment.

The CAO shall:

- Provide equitable compensation and benefits that are comparable and targeted as far as possible to the median market rate to the following Comparable Municipalities:
  - City of Airdrie;
  - Town of Beaumont;

- Town of Cochrane;
  - City of Fort Saskatchewan;
  - Town of High River;
  - City of Leduc;
  - Town of Okotoks;
  - Rocky View County;
  - City of Spruce Grove;
  - Town of Stony Plain; and
  - Town of Strathmore.
- Establish, approve, and implement Administrative Policies for all employees of the City of Chestermere, clarifying expectations and working conditions, as well as for handling grievances, so that employees can carry out the powers, duties, and functions delegated to them;
  - Foster clarity of performance expectations and assessment of performance for employees;
  - Promote a diverse workplace;
  - Support an amazing workplace culture;
  - Support employee recognition and appreciation;
  - Foster a respectful, safe, and organized working environment for employees.

The CAO is required to create, approve, and implement Human Resources Policies and Procedures that are consistent with this policy.

**REFERENCES**

- *Municipal Government Act, R.S.A. 2000, c. M-26*
- *Policy 833 – Policy Development, Implementation and Evaluation*
- *Bylaw 019-16 – Designated Officer Bylaw*

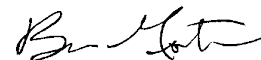
Adopted by Council this 20<sup>th</sup> day of July, 2021.

Resolution Number: \_\_\_\_\_




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MAYOR




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CAO