



CHESTERMERE

Policy Name: Policy Development, Implementation and Evaluation

Policy Number: 833

Effective Date: September 10, 2024	Approved By: Mayor and Council
Policies Amended / Rescinded: Policy #601 – Policy Process (rescinded September 5, 2017) Amends Policy #833 – Policy Development, Implementation and Evaluation	Policy Type: Council Policy

I. Purpose and Intent

1. 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 supply desirable and/or necessary services to the community.

II. Definitions

1. **“Administration”** means the general operations of the Municipality, including all personnel, financial and other related resources, as permitted by the Municipal Government Act and any successor legislation;
2. **“CAO”** means the Chief Administrative Officer for the City of Chestermere appointed according to Bylaw #026-23 and as defined in the Municipal Government Act, as amended;



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3. **“Frameworks”** means the overarching strategic direction and guiding principles from the City Council to develop administrative policies and procedures;
4. **“Purpose”** means the explanation of the issue or need that resulted in the formulation of the policy;
5. **“Policy Statement”** means the statement of intent that provides clear and authoritative direction;
6. **“Procedures”** means instructions on how to carry out the intent of City Policy;
7. **“Responsibilities”** means identification of who is responsible for the development, approval, implementation, training, and monitoring and may include the delegation of responsibilities to the CAO, or designate, or to City Council Committees; and
8. **“References”** means any relevant legislation, bylaw, agreement, or City of Chestermere policies or documents.

III. Policy Statement / Policy

1. The City of Chestermere will have well-articulated and understandable policies and related procedures. Policies and procedures will be maintained centrally and will be easily accessible.
2. Policies shall be separated into two distinct classifications:
 - a. Council Policies means policies that the Council approves, provide strategic direction on programs and services delivered by the Municipality, primarily impact and address residents of the Municipality, provide an official position on plans to govern the people of the City of Chestermere, and are within Council’s jurisdiction under the Municipal Government Act, as amended; and
 - b. Administrative Policies means policies that have been approved by the CAO and that focus on the internal workings of the City as a corporation and which



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primarily impact and address City employees. Administrative Policies will state at least the minimum standards that City employees must follow.

IV. Responsibilities

1. City Council
 - a. Consider key issues for City Council policies and direct action to create policy recommendations;
 - b. Ensure policies address issues within the realm of governance, such as, but not restricted to legal liability, financial accountability, functions of City Council, and the public image of the City of Chestermere and its City Council;
 - c. Approve new City Council policies including frameworks; and
 - d. Review Existing City Council policies at least once every four years.

2. Administration
 - a. The CAO is required to:
 - I. Consider key issues for Administrative Policies and direct action to create policy recommendations;
 - II. Approve Administrative policies consistent with City Council policies;
 - III. Review Administrative policies regularly and receive feedback from those affected to ensure continued relevance and effective implementation;
 - IV. Implement or delegate the implementation of Council and Administrative Policies to those best suited to undertake the implementation; and
 - V. Consider key issues for City Council policies and prepare options/recommendations for City Council to review.



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- b.** The Department Directors / Function Area Managers are required to:
 - I.** Implement policies;
 - II.** Periodically review all policies and procedures, in their areas of responsibility, to ensure that they are current and prepare amendments when required;
 - III.** Require research on the policy issue to be conducted, including initial consultation with affected groups, as required, to address issues such as, but not restricted to, legal and cost implications;
 - IV.** Determine need, prepare draft policy, and circulate to affected stakeholders;
 - V.** Advise Legislative Services of proposed new and amended policies; and
 - VI.** Submit proposed or amended policies to the CAO for submission to the City Council for their review, approval, and information.
- c.** Legislative Services is required to:
 - I.** Facilitate the creation, discussion, and research of policies;
 - II.** Provide initial direction, assistance, and advice concerning the policy format;
 - III.** Ensure proposed or amended policies are in conformance to a common format;
 - IV.** Establish, maintain, and control the numbering, indexing, and distribution system;
 - V.** Ensure policies receive either City Council or CAO approval; and
 - VI.** Distribute, and post to the web and intranet as well as ensure copies of policies are available.

3. Policies vs. Bylaws

- a.** Policies are created by resolutions of the Council to set proper protocols and standards. They differ from bylaws in that:
 - I.** Bylaws govern the municipality; and
 - II.** Policies govern the organization.
- b.** In addition,



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- I. Policies are less restrictive than bylaws;
- II. Policies are easier to change or amend;
- III. Policies can be less formal than bylaws; and
- IV. Policies address topics that the Council does not address through bylaws.

4. Policy Organization Schedule

a. In the Policy Heading in each Policy document, the Policy will be designated a Council Policy or an Administrative Policy and reflect the appropriate approving authority; and

b. Policies shall be organized as per the following schedule:

I.	Administration policies (excluding Financial Services and HR)	=100
II.	Community Services Policies	=200
III.	Development Services Policies	=300
IV.	Finance Policies	=400
V.	Public Works Policies	=500
VI.	General Policies	=600
VII.	Human Resources Policies	=700
VIII.	Council Policies	=800

5. Review of policies and amendment dates:

a. The following is the policy for reviewing policies:

- I. Council Policies to be reviewed every four (4) years by Legislative Services unless there is a legislative requirement to be reviewed earlier;
- II. Administrative Policies to be reviewed every four (4) years by the respective departments that the policies are introduced by/about unless there is a legislative requirement to be reviewed earlier; and
- III. Departments are to review the policy, even if no changes are made, to ensure transparency with auditors, citizens, and employees.



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Adopted by Council: September 10, 2024

Resolution Number: 240910-25

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MAYOR

X

CAO



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Last reviewed date: September 10, 2024

Next review date: May 2028

Revision History <i>(Completed by Legislative Services):</i>		
Policy Title	Date Approved	Resolution Number
Policy Development, Implementation and Evaluation	September 5, 2017	1.018.090517 321-17
Policy #601- Policy Process	April 4, 2011	11.070.038 134-11