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| Policy Number: | C-107 |
| Policy Owner: | Employee Relations |
| Adopted By: | Policy and Priorities Committee |
| Adoption Date: | 2017 June 06 |
| Effective Date: | 2017 June 06 |
| Date Last Amended: | 2019 December 10 |
| Date Last Reviewed: | 2019 December 04 |

Purpose

- 1 This policy outlines the guiding principles pertaining to the management of personnel and work environment at Rocky View County (the County).



Policy Statement

- 2 The Chief Administrative Officer (CAO) is appointed by Council and responsible for personnel management at the County.
- 3 Council recognizes that it must not exercise powers, functions, or duties assigned to the CAO, including personnel management.



Policy

- 4 Council is responsible for:
 - (1) developing and evaluating its Council policies; and
 - (2) ensuring that the County's powers, duties and functions are carried out appropriately, pursuant to section 201(1) of the *Municipal Government Act*.
- 5 Bearing in mind the roles of Council and the CAO, Council's guiding principles for the CAO pertaining to the management of personnel and work environment is as follows:

- (1) The CAO:
 - (a) provides equitable compensation and benefits that are comparable to similar municipalities, government and non-profit organizations;
 - (b) establishes clear expectations and working conditions for personnel, including the handling of grievances;
 - (c) creates a diverse and inclusive workplace;
 - (d) enables personnel recognition and appreciation; and
 - (e) creates a respectful, safe and organized working environment for personnel.



References

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| Legal Authorities | <ul style="list-style-type: none"> • <i>Municipal Government Act, RSA 2000, c M-26</i> |
| Related Plans, Bylaws, Policies, etc. | <ul style="list-style-type: none"> • Rocky View County Bylaw C-7350-2014, <i>Chief Administrative Officer (CAO) Bylaw</i> |
| Related Procedures | <ul style="list-style-type: none"> • N/A |
| Other | <ul style="list-style-type: none"> • N/A |



Policy History

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| Amendment Date(s) – Amendment Description | <ul style="list-style-type: none"> • 2019 December 10 – Council amended to clarify CAO roles and responsibilities |
| Review Date(s) – Review Outcome Description | <ul style="list-style-type: none"> • 2019 December 04 – Minor changes recommended to align with current County practices |



Definitions

- 6 In this policy:
- (1) “CAO” means Chief Administrative Officer;

- (2) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;
- (3) “Chief Administrative Officer (CAO) Bylaw” means the Rocky View County Bylaw C-7350-2014, *Chief Administrative Officer (CAO) Bylaw*, as may be amended or replaced from time to time;
- (4) “Council” means the duly elected Council of Rocky View County;
- (5) “Councillor” means a duly elected member of Rocky View County Council;
- (6) “County” means Rocky View County;
- (7) “*Municipal Government Act*” means the Province of Alberta’s *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (8) “personnel” means persons who report directly or indirectly to the Chief Administrative Officer and provide services for Rocky View County under an employment agreement, personal services agreement, or in the capacity of an agent, student, or volunteer; and
- (9) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.