



Policy Number:	C-700
Policy Owner:	Legislative Services
Adopted By:	Governance & Priorities Committee
Adoption Date:	2019 February 05
Effective Date:	2019 February 05
Date Last Amended:	2024 May 28
Date Last Reviewed:	2024 May 28

Purpose

- 1 This policy establishes a framework for the strategic development, ongoing evaluation, and responsible management of Council policies.



Policy Statement

- 2 Council is responsible for developing and evaluating the policies and programs of Rocky View County (the “County”) in accordance with sections 153(b) and 201(1) of the *Municipal Government Act*.
- 3 The County recognizes that a well-functioning policy framework supports good governance, transparency, and accountability to the public and the County itself.
- 4 Council policies establish a set of principles to guide Council’s decision-making in a consistent and transparent manner.
- 5 Council commits to adopting policies that primarily:
 - (1) govern the roles and responsibilities of Council;
 - (2) provide guidance to Administration on the delivery of County programs and services, and land use matters based on Council’s objectives and priorities; and
 - (3) address external matters of a public focus for which Council may have sole decision-making authority.
- 6 This policy applies only to Council policies.



Policy

- 7 Council by resolution may, in accordance with section 5:
 - (1) adopt new Council policies;
 - (2) amend or repeal active Council policies; or
 - (3) direct Administration to:
 - (a) develop new Council policies; or
 - (b) initiate a review of active Council policies.
- 8 Council policies take effect once adopted by Council and remain in effect until amended or repealed by Council.
- 9 Elected officials should familiarize themselves with all active Council policies, in part through training provided by Administration.
- 10 All active Council policies must be accessible to the public on the County website.
- 11 The Chief Administrative Officer may approve changes of a clerical, technical, grammatical, or typographical nature to active Council policies without a resolution of Council if such changes do not alter the purpose and intent of the policy.
 - (1) If no substantive changes are recommended after a Council policy has been reviewed by Administration, the Chief Administrative Officer may inform Council of the outcome without a resolution of Council.



References

Legal Authorities

- [Municipal Government Act, RSA 2000, c M-26](#)

Related Plans, Bylaws, Policies, etc.

- N/A

Related Procedures

- N/A

Other

- N/A





Policy History

Amendment Date(s) – Amendment Description

Review Date(s) – Review Outcome Description

- 2024 May 28 – Updated to clearly define roles and responsibilities of Council and Administration for Council policy development and the types of policies Council will adopt or review; addition of section to allow CAO to approve of minor adjustments and policy reviews if no substantive changes are recommended; updated to reflect current standards for Council delegation of authority to Council Committees for Council policies
- 2024 October 11 – MGA hyperlink updated
- N/A



Definitions

12 In this policy:

- (1) “Administration” means the operations and staff of Rocky View County under the direction of the 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; and
- (3) “Council” means the duly elected Council of Rocky View County;
- (4) “Elected official” means a duly elected member of Rocky View County Council;
- (5) “Council policy” means any policy adopted by Council;
- (6) “Rocky View County” or “the County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires.