

**TOWN POLICY NAME:**

Governance Framework Policy

POLICY NO:

001/2025

RESOLUTION:

2025-025

ADOPTED BY:

Town Council

SUPERSEDES:

005/2010

RESCINDS:**PREPARED BY:**

Administration

EFFECTIVE DATE:

January 21, 2025

REVIEWED BY:

Council

REVIEW DATE:

December 2028

1. PURPOSE OF POLICY

- a. The Town of Rocky Mountain House strives to create policies and directives that are clear, concise, and provide good governance, standards for service delivery, and which support Council's priorities and objectives.
- b. The purpose of this Policy is to establish a consistent approach for the development, approval, review, and formatting of Town of Rocky Mountain House policies and directives.

2. DEFINITIONS

In this Policy, the following definitions apply:

- a. **"Administration"** means the administrative and operational arm of the Town, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the CAO and third party contractors who provide services on behalf of the Town;
- b. **"Administrative Directive"** means written direction of the CAO to staff regarding operational matters and internal administration. These are created, amended, or made obsolete with the approval of the CAO. Administrative Directives do not have a direct effect on the residents, do not implicate the budget, and are not political in nature;
- c. **"CAO"** the chief administrative officer of the Town or their delegate;
- d. **"Council Policies"** means written commitment and direction of Council regarding matters of governance, public service, programs, and standards of performance for the Town, based on Council's values, priorities, and strategic direction. A Council resolution is required to approve Council Policies that are created, amended, or rescinded;

- e. **"Employee"** means an individual who provides services to the Town under an employment agreement, or in the capacity of agent, student or volunteer, and includes an independent contractor; and,
- f. **"Town"** means the Town of Rocky Mountain House.

3. RESPONSIBILITIES

3.1. Town Council to:

- a. Direct the CAO to develop new Council Policies or bring forward current Council Policies for amendment or cancellation; and,
- b. Approve, amend, and rescind policies that address issues within the realm of governance:
 - i. Where authority is being delegated in accordance with legislation;
 - ii. Where access to and/or provision of service is being determined;
 - iii. Where matters have inherent liability risks such as road and infrastructure, design standards, maintenance and repair, provision of emergency services and the operation of public facilities;
 - iv. For management of the budget process;
 - v. For direction on Council roles, responsibilities and conduct;
 - vi. Where Council is providing an official position on plans to govern the people of the Town; and,
 - vii. To provide directions for carrying out Council's values, priorities, and strategic direction.

3.2. CAO to:

- a. After consultation with Council if necessary, and in accordance with the direction and intent of this policy, determine which policy issues should be brought to Council for approval as Council Policy;
- b. Delegate the development or amendment of Council Policies or Administrative Directives to the appropriate department; and,
- c. Ensure appropriate Administrative Directives are developed, approved, implemented, and monitored.

3.3. Management team to:

- a. Contribute to the development or amendment of Council Policies or Administrative Directives as directed by the CAO; and,
- b. Ensure employees are aware of, carry out, and comply with Council Policies and Administrative Directives.

3.4. Legislative Department to:

- a. Implement, monitor, and evaluate this policy; and,
- b. Maintain the record copies of, and a review schedule for, Council Policies and Administrative Directives.


4. GUIDELINES

- a. All policies and directives shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town bylaws and policies.
- b. Policies and directives shall be drafted in a consistent format acceptable to the CAO.
- c. Council Policies:

- i. Are developed at the direction of Council or the CAO;
 - ii. Are circulated to the Management team as appropriate for input prior to submission to Council;
 - iii. May be made available for public input at the discretion of Council;
 - iv. Are approved by majority vote of Council unless legislation requires a bylaw for approval;
 - v. Are reviewed regularly by Council and amended as necessary; and,
 - vi. May be repealed by a majority vote of Council.
- d. Administrative Directives:
- i. Are developed at the direction of the CAO;
 - ii. Are reviewed by the Management team as appropriate;
 - iii. Are approved by the CAO; and,
 - iv. Are reviewed regularly by the CAO and director of the applicable department and amended as necessary.
- e. Development of Council Policies and Administrative Directives may include consultation and participation of other departments, employees, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy or directive.
- f. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the CAO may take immediate action on a policy matter in the absence of any specific policy that precisely addresses the particular situation.
- g. Access to Information
- i. Council policies will be posted on the Town website and otherwise be routinely available to the public on request.
 - ii. Administrative Directives that provide the public with information about services or operational processes will be posted on the Town's website, at the discretion of the CAO.

5. SCHEDULE FOR REVIEW OF POLICY

- a. This Policy shall be reviewed every four (4) years by Town Council.



Acting Mayor Len Phillips



CAO Dean Krause