



# POLICY

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<b>POLICY NO:</b>	124	<b>APPROVAL DATE:</b>	August 24, 2020
<b>TITLE:</b>	Bylaw & Council Policy Review	<b>REVISION DATE:</b>	January 11, 2021
<b>SECTION:</b>	Administration	<b>PAGE 1 OF 4</b>	
<b>DEPARTMENT:</b>	Legislative Services		

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## POLICY STATEMENT

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The City is committed to increasing awareness at all levels of decision making of the importance of analysing Policy, planning, Procedure and programming with a diversity of perspectives as an organizing principle. The City shall establish a consistent philosophy and approach that supports the strategic priorities of Council for the timely and consistent review of the City's Bylaws and Council Policies.

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## REASON FOR POLICY

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The City will establish a framework that includes an efficient approval and review process, and ensure it aligns with Council's direction on recurrent matters.

The City has established Bylaws and Policies that support the healthy development and social well-being of everyone by ensuring that:

- People are treated with dignity and respect.
  - Diversity is recognized and viewed as an asset that enriches every aspect of people's lives.
  - Disparities between groups are reduced such that everyone has access to the basic necessities of life.
  - Everyone has the opportunity to participate in community life, contribute to society and develop their potential, regardless of their age, race, religion, gender, sexual orientation or socio-economic position.
  - Everyone shares in the responsibility of ensuring the quality of life within a community.
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## DEFINITIONS

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**"Act"** means *Municipal Government Act, RSA 2000, chapter M-25*, as amended from time to time.

**"Bylaw"** means a rule or law established by the City to regulate itself pursuant to Provincial or Federal legislation.

**"City"** means the municipal corporation of the City of Grande Prairie having jurisdiction under the Act and other applicable legislation.

**“City Manager”** means the person appointed by Council to the position of Chief Administrative Officer (CAO) or their designate.

**“Council”** means the duly elected Municipal Council of the City.

**“Diversity”** means a wide range of qualities and attributes within a person, group or community.

**“Equity”** means a condition or state of fair, inclusive and respectful treatment of all people. Equity does not mean treating people the same without regard for individual differences.

**“Inclusion”** means acknowledging and valuing people’s differences to as to enrich social planning, decision making and quality of life for everyone.

**“Policy”** means an overarching standard for decision making and operations within the City. They are not typically enforceable by law, but they can help the City operate consistently. Policies are approved by Council primarily when they affect the general public. A Policy cannot be used where a bylaw is required.

**“Procedure”** means a series of interrelated steps that are taken to implement a Policy. Procedures are approved by the City Manager.

**“Ratepayer”** means a person required to pay City property taxes or any other fees and charges as set out in City bylaws.

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## **GENERAL PRINCIPLES**

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### **A Bylaw is appropriate when:**

Council is delegating responsibility pursuant to the Act.

Ratepayers are being required to do something, or there is a direct financial requirement of Ratepayers, such as the levying of fees and charges.

Provincial or Federal legislation requires that a matter be dealt with by a Bylaw.

### **A Council Policy is appropriate when:**

Ratepayers and the public are being informed of City programs or position on a matter.

Council is providing information to Ratepayers and the public on what level of service the City intends to provide.

The authority to approve the Policies of the City is vested in Council as the governing body.

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## **ADMINISTRATION**

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### **City Manager is responsible to:**

Foster an inclusive environment where the participation in decision making processes and the development of Council Policies and Procedures utilizes a lens of Diversity, Equity and Inclusion.

Ensure Bylaws and Council Policies are aligned with Council direction, strategic priorities, goals and objectives.

Ensure Council Policies do not conflict with any Bylaws, Provincial or Federal legislation.

Delegate the preparation of amendments to Bylaws or revisions to Policies to the appropriate Director.

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## **COUNCIL**

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### **Council is responsible to:**

Foster an inclusive environment where the participation in decision making processes and the development of Council Policies and Procedures utilizes a lens of Diversity, Equity and Inclusion.

Ensure Bylaws and Council Policies are aligned with Council direction and strategic priorities, goals and objectives.

Review Bylaws and Council Policies to ensure that they meet the planned objectives that impact Ratepayers and the City as a whole.

Provide direction to Administration for revisions to Council Policies or amendments to Bylaws to address the needs of the City and promote good governance.

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## **LEGISLATIVE SERVICES**

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### **Legislative Services is responsible to:**

Keep an electronic record of all Bylaws and Council Policies along with supporting Procedures.

Make available all Bylaws, Council Policies and Procedures to City employees, Council and the public, by publishing on the City's website.

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## **BYLAW & COUNCIL POLICY REVIEW PROCESS**

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A standard review of a current Bylaw or Policy is required a minimum of every four (4) years from the date passed or from the date of the last review.

No later than ninety (90) days following the swearing in of a new Council the standing agenda item, "Bylaw & Council Policy Review" will be included on each Standing Committee meeting agenda.

Other factors that may cause a review of a current Bylaw or Policy include:

- Changes in Provincial or Federal legislation, regulations, terminology or policy.
- Council, Administration or an external stakeholder has identified a need for a review.
- A gap in consistent service delivery of programs has been identified.
- Changes to funding requirements including annual property tax rates and levies.

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**RESPONSIBILITIES**

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City Council will review and approve any revisions to this Policy.

City Manager will review and approve any procedures related to this Policy.

City Administration will carry out this Policy based on established procedures.