



POLICY MANAGEMENT FRAMEWORK COUNCIL POLICY

GOV-020
Effective Date:
November 25, 2025

POLICY STATEMENT

The Regional Municipality of Wood Buffalo (the "Municipality") is responsible for the development, maintenance, and enforcement of Council Policies, Council Procedures, Administrative Directives, and Administrative Procedures (collectively referred to as "Policies and Procedures").

GUIDING PRINCIPLES

COUNCIL POLICIES AND PROCEDURES

1. Council Policies are guiding documents which are established by Council and reflect the strategic goals and objectives of Council. They address recurrent issues by defining what is to be accomplished and outlining the level or manner of service to which the Municipality will perform.
2. Council Procedures are established by Council and provide an overview of how members of Council will support an associated Council Policy.
3. Council approves and repeals Council Policies and Council Procedures through a resolution of Council.
4. The Mayor and Chief Legislative Officer will sign approved Council Policies and Council Procedures.

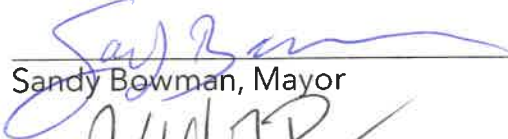
ADMINISTRATIVE DIRECTIVES AND PROCEDURES

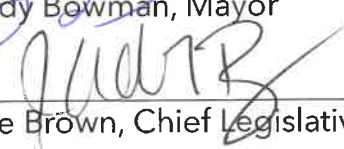
5. Administrative Directives are guiding documents established by the CAO to respond to an operational requirement and define what is to be accomplished by Administration.
6. Administrative Procedures are established by the CAO to provide an overview of how a Council Policy or Administrative Directive will be implemented by Administration.
7. The CAO approves and repeals Administrative Directives and Administrative Procedures.
8. The CAO will sign approved Administrative Directives and Administrative Procedures.

9. Policies and Procedures must use language that is clear, concise, and reflective of best practices.
10. Policies and Procedures may be established and amended as a result of:
 - a. new or amended legislation;
 - b. direction from Council;
 - c. direction from the CAO;
 - d. ongoing review and update of current documents; or
 - e. identified gaps from Administration.
11. The CAO or designate is authorized to make minor revisions to Policies and Procedures, including:
 - a. correcting clerical, grammatical, or typographical errors; and
 - b. correcting or updating formatting.
12. Policies and Procedures should be periodically reviewed for relevance and repealed if no longer required.

APPROVAL

This Council Policy approved by:


Sandy Bowman, Mayor


Jade Brown, Chief Legislative Officer

November 25th 2025
Date

SUPPORTING REFERENCES

Legal References: Municipal Government Act, RSA 2000, c M-26

Cross References:

DETAILS AND REVISION HISTORY

Date	Action	Description
November 25, 2025	Introduction	New Policy Management Council Policy GOV-020