



COUNCIL POLICY C-468

Human Resources

PREPARED BY:	Employee Services	COUNCIL APPROVAL DATE:	September 22, 2026
EFFECTIVE DATE:	September 22, 2026		
REFERENCES:	Municipal Government Act	PREVIOUS REVISION DATE:	New
FUNCTION:	Personnel	LLS REVIEW DATE:	August 14, 2026

PURPOSE

The purpose of this policy is to establish the authority and guiding principles for the management of human resources at Parkland County.

POLICY STATEMENT

Authority & Responsibility:

1. Council is responsible for ensuring that the County's powers, duties and functions are carried out appropriately, in accordance with the *Municipal Government Act*.
2. Council appoints and authorizes the Chief Administrative Officer (CAO) the responsibility of managing the County's employees and human resources, and the CAO will:
 - (1) establish and approve the terms and conditions of employment for employees, including collective agreements;
 - (2) approve directives, procedures, standards, handbooks, or guidelines governing the work or conduct of employees;
 - (3) establish and change the organizational structure of the County;
 - (4) allocate resources within Council-approved budgets;
 - (5) report on the performance of this Policy annually;
 - (6) establish administrative and operational plans, goals, and performance measures; and
 - (7) act on behalf of the County for the purposes of administering, complying with, and exercising the rights, responsibilities, powers, and obligations of the employer under all applicable employment, labour, human rights, occupational health and safety, and related legislation, regulations, codes, collective agreements, and legal requirements.

Human Resource Guiding Principles

3. Parkland County will foster a workplace culture that:
 - (1) promotes employee health, well-being, and safety;

- (2) reflects and reinforces organizational core values;
 - (3) is respectful, inclusive, and supportive of diversity;
 - (4) encourages accountability, responsiveness, and results; and
 - (5) demonstrates a strong commitment to customer service.
- 4. Parkland County will establish and maintain a comprehensive Employee Experience framework that supports the attraction, retention, engagement, and performance of employees. This framework includes Total Rewards and other programs that shape the employee experience, including compensation, benefits, retirement plans, work-life balance, wellness initiatives, learning and development, career growth, recognition, performance management, and a positive and inclusive work environment.
 - 5. Parkland County will promote a collaborative workplace and address employee concerns through fair, timely, and effective dispute resolution processes, while also encouraging ongoing employee feedback and dialogue.
 - 6. Parkland County will ensure employment practices are fair, equitable and consistently applied, in accordance with applicable legislation, collective agreements, and Administrative Directives and Procedures.
 - 7. Administrative Directives and Procedures will be clearly defined, approved, communicated and regularly reviewed to ensure they remain current, effective, and aligned with organizational and legislative requirements.
 - 8. Leaders at all levels are accountable for upholding these principles.
 - 9. Parkland County will regularly review and continuously improve human resource practices, using data, employee feedback, and emerging workforce trends to inform decision-making and support organizational effectiveness.

ENACTMENT

This Policy shall supersede and rescind Policy C-HR01 Human Resources.