

Policy Number No.52-2012	Approval Date November 14, 2012	Resolution Number Motion # 546/12
Supersedes N/A	Effective Date November 14, 2012	Legal Authority MGA 207

TITLE: CAO Agenda Items Review for Council or Council Committee

Policy Statement:

This policy is to address the minister's directive #19 that states "I direct Council to develop a policy that directs the CAO to review all Council agenda items in advance of each Council or Council committee meeting to ensure that Council is provided with good advice and necessary information to make informed decisions in accordance with section 207 of the MGA".

This requirement has been referenced in the Council Procedure Bylaw 30.0 Agenda and Order of Business and in Policy Number 39-2008 Council Agenda Package – Electronic Version.

1. Council or Council Committee agenda packages are made up of agenda items with supporting documentation, request for decisions that include the background, cost/benefit analysis, source of funding and recommendations either from the CAO and/or Designate that allow Council or Council Committees to be well informed to make the best decisions for the Town of High Prairie.
2. Five business days, not later than 1:00pm, prior to each meeting of Council or Council Committee, the CAO and/or Designate shall receive agenda items to be put on the agenda. The CAO and/or Designate shall research each agenda item and provide empirical background information and analysis leading to a recommendation or multiple recommendations for Council or Council Committee members' consideration and review for decision making.
3. Two business days, not later than 4.30pm, prior to each meeting of Council or Council Committee the CAO and/or Designate shall ensure that the agenda packages are available to Council or Council Committee members for their review.

TOWN OF HIGH PRAIRIE

Policy Number No. 53-2013	Approval Date February 6/2013	Resolution Number Motion # 71 /13
Supersedes N/A	Effective Date February 6/2013	Legal Authority Peace Officer(s) employed by the Town of High Prairie

TITLE: Canadian Police Information Center (CPIC) Policy

Policy Statement:

To ensure the added Safety of Community Peace Officer(s) employed by the Town of High Prairie, they are to have access to the CPIC computerized system that provides tactical information about crimes and criminals.

- 1) This document represents the Policy of the Town of High Prairie with regards to the safety of the Town of High Prairie Community Peace Officer(s).
- 2) Only Community Peace Officer(s) holding a Level 1 appointment in accordance with the Public Security Peace Officer Program will have access.
- 3) Community Peace Officer(s) engaged in performing uniformed enforcement duties will only have access.
- 4) The responsibility to safeguard all CPIC material, records and information is that of the Community Peace Officer(s).
- 5) To adopt the CPIC policy of the Public Security Peace Officer Program dated December 2012. (see attached document)
- 6) Community Peace Officer(s) to sign acknowledgement form and accept full responsibility.