



TOWN OF THREE HILLS

POLICY # 490

INTERPRETATION POLICY

Approved by Council On: May 11, 2020
Resolution No: 225-2020

1. PURPOSE

- 1.1. The purpose of this policy is to update specific terminology commonly used throughout all current bylaws, policies and procedures with consistent definitions for ease of interpretation.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is accountable and responsible for the development, evaluation, and implementation of this policy.
- 2.3. The CAO has the authority to review and revise Schedule A to this Interpretation Policy to ensure commonly used terminology in bylaws, policies and procedures remains consistent over time and up to date with changes in law or common vernacular.

3. POLICY

3.1. Application

- 3.1.1. This policy shall apply to all current bylaws, policies and procedures of the Town, including their related forms or any attachments.

3.2. Procedure

- 3.2.1. All Councillors and employees shall refer to this Policy when creating any documentation during the course of their elected terms and employment, as applicable, in order to ensure consistent and accurate use of terminology.

3.3. Review

- 3.3.1. This policy will be reviewed and revised as necessary at least annually by the CAO or authorized delegate.

4. PRIOR POLICY

4.1. This policy shall supersede and replace all prior policies, oral or written, regarding terminology commonly used throughout all current bylaws, policies and procedures, within the Town of Three Hills.

Approved On:	May 11, 2020	Resolution No: 225-2020
Effective On:	May 11, 2020	
Previous Version:	N/A	
Next Review Date:	May 11, 2021	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	

SCHEDULE A

DEFINITIONS

- “Administration” shall mean Town employees including, but not limited to, the CAO.
- “CAO” shall mean Chief Administrative Officer for the Town of Three Hills or his designate.
- “Closed Session” shall refer to a meeting or portion thereof at which only Council and other persons specified by Council may attend.
- “Council” shall mean the body of elected representatives who govern the Town.
- “MGA” shall refer to the *Municipal Government Act*, RSA 2000 c. M-26, as amended from time to time.
- “Repeal” shall refer to the removal or reversal of a bylaw formerly adopted by Council.
- “Resolution” shall mean a binding directive of Council approved at a duly assembled Council meeting.
- “Town” shall mean the Town of Three Hills.