CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

1.0   POLICY STATEMENT

The Calgary Stampede recognizes the need for a comprehensive, cohesive grouping of corporate and operational policies and procedures to govern the organization.

2.0   POLICY RATIONALE

The purpose of this policy is to communicate the governance model for policy development and approval across the organization.

3.0   SCOPE

This policy applies to the Calgary Stampede board of directors, employees and volunteers who are involved in the development and evaluation of policy documents.

4.0   POLICY DEFINITIONS

By-laws: the rules that govern the internal affairs or actions of a company or organization. The Calgary Stampede's by-laws are approved by the shareholders of the organization.

Corporate policy: a principle or action adopted by the Calgary Stampede to form the organization's response to a situation affecting strategy, purpose or reputation.

Corporate secretary: refers to the officer who is appointed as the corporate secretary.

Executive management team: refers to the chief executive officer and the executive vice presidents.

Operational policy: a principle or action adopted by the organization to ensure a consistent practice and adherence to legislation, organizational objectives, principal functions and modes of operation.

Senior management team: refers to the vice presidents and management directors of the organization as well as any additional manager designated by the chief executive officer.

Standard operating procedure: a requirement and process specific to a subgroup or department in order to adhere to the operational and corporate policies.

5.0   POLICY DETAILS

5.1   General Statements

The Calgary Stampede by-laws provide the board of directors with the responsibility of administering the by-laws. The board is responsible to ensure that the Calgary Stampede fulfills its strategic direction and applies it within the mandate of the by-laws.

CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

The board of directors shapes the strategy of the Calgary Stampede through its strategic planning and risk assessment process. At the governing level of the organization, the primary method for addressing risks or advancing initiatives, identified through this process, is by formulating policy.

Policy decisions are intended to communicate direction and expectations to employees, volunteers and stakeholders. Policies provide employees and volunteers with the guiding principles required to make decisions and fulfill operational responsibilities. Policies can apply to the board and/or employees and/or volunteers.

In addition to making policy decisions, the board of directors, also oversees policy development and implementation by:
- Incorporating oversight controls to monitor compliance and performance; and
- Evaluating the achievements of policy objectives to assess if policies are delivering the intended results.

Where possible, policies should be written to apply generically to the board, employees and volunteers, with sections within the policy setting out requirements for each group. In some instances, this will not be appropriate, and in such cases separate policies should be written for each group.

5.2   Policy Hierarchy

The Calgary Stampede policy framework includes by-laws, corporate policy, operational policy and standard operating procedures.

5.3   Establishing the Need for New/Amended Policy

Any employee or volunteer can identify the need for a new or amended policy; however, it will require support from an appropriate member of the executive management team or a director liaison for an operational policy to be considered for development or amendment.

Board members may request new or amended corporate policies through the strategic committees. Following the consultation process, these new or amended corporate policies will be brought forward by the chief executive officer to the board.

5.4   Approval Process

All policies and procedures follow the same approval process whether they are new or being updated. Approved policies and procedures must be stored in a location where they are accessible to the employees and volunteers to whom they relate.

CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

5.4.1 Corporate Policy

Corporate policy will be approved by the board of directors.

5.4.2 Operational Policy

The chief executive officer will be responsible for approval of operational policies.

Prior to approval, where appropriate, consultation will be undertaken with the board of directors, members of the executive management team, members of the senior management team and with committee chairs.

5.4.3 Standard Operating Procedures

Operating procedures will be approved by an appropriate member of the executive management team or committee chair.

Prior to approval, where appropriate, consultation will be undertaken with relevant managers and with committee chairs.

5.4.4 Authority

Unless otherwise delegated, the board of directors is responsible for approving corporate policies and rescinding corporate policies that are no longer needed or do not support the strategic intentions or governance of the organization.

The board of directors has delegated authority to the chief executive officer for the operations of the Calgary Stampede including responsibility for approving and rescinding operational policies.

5.5 Policy Development and Evaluation Process

The Calgary Stampede is committed to ensuring that, through the policy development process, policy decisions effectively achieve policy goals, while balancing the needs and interests of its directors, officers, management, employees and volunteers.

To ensure effective decision-making, the board of directors has established a framework for the development and evaluation of policy-related documents. It provides a systematic and balanced approach to policy decision-making and to the interpretation of legislation and regulations.

CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

The policy development and evaluation process is separated into four phases:

- Issue identification;
- Policy development;
- Implementation; and
- Evaluation.

Ongoing communication is required throughout all of these phases.

5.5.1 Issue Identification Phase

A policy sponsor, being a member of the executive management team, will need to be identified to authorize the development of and/or amendment to any operational policy. This can occur annually or ad hoc throughout the year.

This phase requires issues, legislative requirements and past policy evaluation results to be identified and summarized, and it occurs before the development of a new or the amendment of an existing policy.

5.5.2 Policy Development Phase

Policies should be developed using a best practice and information-based, decision-making model. This will involve a continuous process of gathering, analyzing and weighing information to ensure balanced policy positions are achieved that are based on timely, strategic, credible and objective information.

Research and analysis will help to ensure that policies are written clearly, free of jargon or technical words and use inclusive language, that they comply with legal requirements and established parameters around which employees and volunteers can develop administrative procedures, and that they integrate the strategies, priorities and values expressed by the organization.

A decision should be made at the end of this phase based on how the proposed or amended policy would support the organization's overall strategic direction and resolve the problem or issue in question. Any existing policies that would require rescinding also need to be identified at this stage.

The policy sponsor is responsible for ensuring that any proposed policy or change to an existing policy is circulated to relevant divisional and department managers and/or chairs for consultation.

CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

5.5.3 Implementation Phase

The implementation of new or revised policies needs to be communicated across the organization, and implementation needs to be monitored to ensure compliance with new and/or revised policies.

The policy sponsor (or delegated officer) will have responsibility for implementing policy decisions, assigning monitoring responsibilities as appropriate and ensuring that stakeholders are aware of, and educated on, policy changes.

Monitoring is required to understand the effectiveness of the policy and help the organization identify risks, understand issues that may require attention and make timely and informed policy decisions.

5.5.4 Evaluation Phase

Policy evaluation is the systematic process used to gather information to understand if existing policies are relevant, practical and delivering consistent outcomes. Policy evaluation findings may be used to improve, modify or confirm policy direction, and to allocate resources. Corporate policies will be reviewed by the executive management team, and operational policies will be reviewed by the department or committee owning the policy.

Once results have been analyzed and evaluated, policies should be adjusted and revised, and communications and new guidance should be released if policies have changed.

5.6 Communication and Feedback

5.6.1 Communication needs to be ongoing throughout the policy development and evaluation process to ensure that stakeholders are identified, and directors, officers, management, employees and volunteers are prepared for policy implementation.

5.6.2 Policy implementation and changes will be communicated to stakeholders by:
- Posting in appropriate channels (e.g. intranet, volunteer website); and
- Cascading communications channels where committee chairs, management directors, managers and staff liaisons are accountable to communicate policy changes to their volunteers and employees.

CORPORATE POLICY			
Department	Corporate Governance	**Number**	CP-001
Area	Calgary Stampede	**First Issued**	May 15, 2012
Subject	Governance	**Effective**	December 10, 2024
Issued to	Board of Directors, Employees and Volunteers	**Version**	07
Approved by	Board of Directors	**Next Review**	September 2028

6.0   EFFECTIVE DATE AND REVIEW CYCLE FOR POLICIES

Unless otherwise specified, within the policy or by statute, policies:
- Are effective on the date of approval;
- Are reviewed by the policy sponsor annually or as required; and
- Are reviewed by the board within 48 months of the last date of approval.

7.0   POLICY REVIEW PROCESS

The corporate secretary is responsible for overseeing the review of all corporate policies and referring any suggested amendments or new policies to the Governance and People Committee for consideration. The Governance and People Committee is responsible for considering proposed new corporate policies and corporate policy amendments and making potential recommendations for approval by the board of directors.

The executive management team is responsible for overseeing the review of all operational policies and referring any suggested amendments or new policies to the chief executive officer for approval.

8.0   RESPONSIBILITY FOR POLICY ADMINISTRATION

The executive management team will have responsibility for administering and maintaining corporate policy, management directors (or nominees) will be responsible for administering and maintaining operational policy and managers will be responsible for administering and maintaining standard operating procedures.

9.0   REFERENCES

CG-001 Storage and Numbering of Policies and Procedures

History
This document was first issued in May 2012 as a new policy establishing the framework for all policy development for the Calgary Stampede.

10.0   RESCIND DETAIL

CP-001 Version 06