



# Clear Hills County

Effective Date: **September 28, 2010**

Policy Number: **1118**

Title: **POLICY DEVELOPMENT**

## 1. Policy Statement

- 1.1. Clear Hills County will establish policies for the orderly and efficient operation of the county. Policies are a plan or course of action to determine decisions, actions, and other matters.

## 2. Responsibilities

### 2.1. Council:

- 2.1.1. Directs the priorities for the development of policy.
- 2.1.2. Requests the development of a draft policy from the Chief Administrative Officer.
- 2.1.3. Gives formal approval to policy.

### 2.2. Committees or Boards:

- 2.2.1. Receive submissions for a new, amended, or revised policy, and recommend priorities for preparation of draft policies to Council.
- 2.2.2. After review and analysis of draft and existing policy, recommend the approval of new and amended policies to Council.

### 2.3. Chief Administrative Officer:

- 2.3.1. Recommends development, revision or approval of policy in specific areas to Council.
- 2.3.2. Annually, and as otherwise necessary, reviews policies and recommends any necessary amendments to the Policy and Priorities Committee or Council.
- 2.3.3. Develops and implements procedures as necessary to support the implementation of approved policy.
- 2.3.4. Provides procedures on the standard format, development and contents of policies.

2.3.5. Determines the standard format and content for procedures.

2.4. Managers:

2.4.1. Review draft policies and procedures affecting their areas of responsibility and provide comments to the Chief Administrative Officer.

2.4.2. Support the development of procedures.

2.4.3. Annually review policies and procedures pertaining to their department and recommend revisions or amendments to the Chief Administrative Officer.

2.4.4. Ensure adherence to policy within their areas of responsibility.

2.5. Staff Members:

2.5.1. Adhere to policy, guidelines, and procedures when dealing with related matters.

2.5.2. Recommend any needed amendments or revisions to policies or procedures to their supervisor.

### **3. The Policy Approval Process**

3.1. New or revised policies may be developed following identification of a need by Council or the Policy and Priorities Committee.

3.2. A new or revised policy is given priority for development by Council and allocated to the Chief Administrative Officer for processing.

3.3. The Chief Administrative Officer shall assign the development of a new or revised policy to specific staff member(s).

3.3.1. The developed policy is to be first presented to the Policy and Priorities Committee for review and discussion. After initial development a policy draft is to be circulated or made available to selected stakeholders and staff for comment.

3.4. The Chief Administrative Officer shall advise Council at the time that a policy is presented for approval as to the appropriate effective date for the policy. Where an effective date is after the date of approval by Council the policy shall show the effective date as the approval date.

3.5. Following the approval of policy:

- 3.5.1. The Chief Administrative Officer shall provide for notification to the public, organizations and staff on the approval of a policy based on its impact on those groups.
- 3.5.2. The Chief Administrative Officer shall provide for the implementation of procedures required by the policy or necessary to support the implementation of the policy.
- 3.5.3. Routine updates to policies or changes that do not impact the intent of policy, are not required to be presented to Council for approval and all such changes shall be approved by the Chief Administrative Officer. These updates or changes would include:
  - 3.5.3.1. department names or position titles
  - 3.5.3.2. references to legislation
  - 3.5.3.3. references to documents or materials by other organizations
  - 3.5.3.4. organization name changes
  - 3.5.3.5. policy numbering
  - 3.5.3.6. policy formatting
  - 3.5.3.7. changes to reflect a resolution of Council that specified a change to that policy
- 3.6. The Chief Administrative Officer shall provide procedures for the distribution and maintenance of policy manuals.

**4. Policy Ownership and Responsibility**

- 4.1. The Chief Administrative Officer is responsible to ensure that policies are adhered to by Managers, staff and contractors.
- 4.2. All staff are required to refer to the Policy Manual for guidance in handling matters relating to Clear Hills County.

**5. End of Policy**

ADOPTED: Resolution #C186-03                      Date: March 25, 2003  
AMENDED: Resolution #C876-03                      Date: November 25, 2003  
AMENDED: Resolution #C688(09/28/10)              Date: September 28, 2010