



Policy Development

Policy No.:	1000
Department:	Administration
Authority:	Council
Current Approved Date:	November 10, 2009

Policy Statement:

Corporate policies are developed to provide guidance at all organizational levels for decision making and resource allocation, in a way that appropriately takes into account the interests of Lamont County and affected parties. Corporate policies reflect Lamont County's vision, values and guiding principles, and the objects and responsibilities of the County under its governing legislation.

Purpose:

The purpose of this policy is to establish a process for developing policies for Lamont County that reflect the above Policy Statement.

Policies may be developed and maintained for various reasons including, but not limited to, any one or more of the following:

1. To comply with legal or regulatory guidelines.
2. To implement Council directives.
3. To provide guidance to administrators, managers, staff, and other Lamont County personnel, and clarify roles and responsibilities.
4. To promote the achievement of corporate objectives in a consistent and cost-effective manner.
5. To inform ratepayers of Lamont County's expectations.

Policies may also have associated procedure or guideline documents.

Application of This Policy:

This policy applies to Lamont County personnel and administrators with respect to the development and maintenance of general corporate policies.

Related Documents & Legislation:

Municipal Government Act, RSA 2009

Definitions:

Authority

The Authority is the appropriate entity that is responsible for approving a particular policy, which may be Council or the Agricultural Service Board (ASB).

Content Owner

The Content Owner is the Administrator responsible for the activity or function that the policy addresses.

Data Control List of Policies, Procedures, and Guidelines

The Data Control List of Policies, Procedures, and Guidelines is a tracking document that indicates the current status and maintains the version history of Lamont County policies, procedures, and guidelines. The Data Control List includes the following information about each document:

1. Policy name and number
2. Policy reference number (PRx for procedures, GUx for guidelines)
3. Approving Body
4. Whether the Policy Review Team, Risk Manager, Content Owner, or Approving Body has determined that legal input or review is needed for changes to or retirement of the policy.
5. Date of origin.
6. Date of last approval
7. Date of next scheduled revision and status
8. Department responsible
9. External or internal audience
10. Version history

Guideline

A guideline contains information about suggested best practices for implementing policies and procedures.

Policy

A policy is a statement of principles that reflects the Policy Statement as defined in this Policy 1000, and may provide guidance for consistent decision making and resource allocation, or describe a method or course of action to guide and determine decisions.

Procedure

A procedure describes a process or method to accomplish the administrative or operational tasks that put a policy into practice. Procedures may be organization wide or department specific in scope.

Duties & Responsibilities:

1. Corporate Policies

Content Owner

The Content Owner for a policy is responsible for analyzing the activity or function that the policy addresses, researching issues, and developing and maintaining the policy and any associated procedures or guidelines, using Lamont County's standard templates. The Content Owner may also determine that legal input or review is needed, based on the policy's nature and scope.

Administrator

The Administrator directly responsible for a specific policy is responsible for authorizing, on the Notice of Policy Change Form, that an organization wide policy change is finalized and therefore ready for Policy Review Team consideration.

Policy Review Team

The Policy Review Team functions as a quality committee, comprised of the Records Management and Privacy Manager, Corporate Services Director, Chief Administrative Officer, and department representative(s) once a policy change has been signed off by the responsible Administrator.

The Team meets regularly to review and consider proposals for new or revised policies, or for retirement of existing policies. The Team may collaborate with Content Owners and subject specialists from one or more departments, as needed, depending on the subject or function of the policy. The Team may also determine that legal input or review is needed, based on the policy's nature or scope.

The Policy Review Team meets with sufficient regularity so that proposed new policies and policy changes are brought to the attention of the appropriate Approving Body in a timely way.

Corporate Services Director

The Corporate Services Director is responsible for reviewing proposed policies to ensure they reflect Lamont County's values and guiding principles.

Chief Administrative Officer

The Chief Administrative Officer is responsible for reviewing proposed policies to assess associated risk. The Chief Administrative Officer may determine that legal input is needed, based on the policy's nature and scope.

Records Manager & Privacy Coordinator

The Records Manager & Privacy Coordinator is responsible for maintaining the Policy and Procedure Style Guide, Data Control List of Lamont County Policies, Procedures, and Guidelines and the Notice of Change to Lamont County Policy records. The Records Manager assigns policy numbers, chairs the Policy Review Team meetings, and places policies for approval on the agenda of the Approving Body.

The Records Manager maintains the templates for policies, procedures and guidelines. They review documents for clarity, brevity, and consistency with approved templates. The Records Manager is also responsible for accuracy of links to cross-referenced policies.

The Records Manager acts as an archivist for Lamont County policies, and retains records or superseded Lamont County policies and procedures, including historical versions of policies and procedures.

Approving Body

The Approving Body reviews and approves new policies, and revisions to and retirement of existing policies, in a timely way. The Approving Body may determine that legal input or review is needed, based on the policy's nature and scope.

2. Internal Policies

Administrator

Where there is a need for internal policies that apply only within a particular Lamont County Department, the Administrator of the department is responsible for establishing a process to initiate, approve, revise and retire such policies and to communicate such policies to the audience to which they apply.

Procedures Associated With This Policy:

Procedure 1000-PR1, Policy Maintenance

Forms Associated With This Policy:

Refer to Procedure 1000-PR1, Policy Maintenance

Amendment History:

1. Created January, 2010

Scheduled Review Date:

February 2011
