



LAC LA BICHE COUNTY POLICY

TITLE: POLICY FORMAT	POLICY NO: CS-14-001
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 12, 2010
LEAD ROLE: MANAGER, LEGISLATIVE & INFORMATION SERVICES	NEXT REVIEW DATE: DECEMBER 31, 2010
SPECIAL NOTES/CROSS REFERENCE: AC-12-001	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes it is important to establish policies in a standardized format to ensure consistency, ease of use and to provide for a professional look. To accomplish this it is appropriate to establish standardized formatting and protocols.

PROCEDURE:

1. All policies of Lac La Biche County are to utilize the format attached as “Schedule A” to this policy. This includes using the same heading, top text box format and the use of two bolded headings ONLY: “POLICY STATEMENT” AND “PROCEDURE”. The body of the policy is to use numbered bullets starting with “1.”. If sub-bullets are required, the numbering is to start with Roman Numeral “i.”. There is to be a blank space between each bullet and sub-bullet.
2. Paragraphs are to be formatted as per the sample with a ½ inch indent from the first bullet. Sub-paragraphs are to be indented ½ inch from the sub-bullet numbering.
3. There are to be no separate sub-headings. Instead, if a sub-heading is desired, it is to be the first words in the applicable bullet, followed by a “-“, followed by the first sentence of text for the bullet.
4. Signature lines are required for the Chief Administrative Officer and the Mayor.
5. All policies are to use Times New Roman, size 12 font from the Policy Statement to the end of the policy. Schedules are to use this font throughout the body of the Schedule whenever possible; it is understood that this will not be possible for things such as maps and diagrams.
6. It is appropriate to attach schedules when a sample, diagram, map, form, application or other document not conducive to being included in the body of the policy, is required as part of the policy. When appropriate a watermark such as “Sample” is to be applied to attached schedules.
7. All appropriate blanks in the top text box are to be filled in. Under “Special notes/cross reference” note is to be made of any policy being replaced, combined or amended by the new policy. The Legislative and Information Services Manager shall ensure, upon approval of the policy that details such as the resolution number are included.

8. Once approved, the Legislative and Information Services Manager is responsible for finalizing the policy for distribution, having the policy signed by the CAO and the Mayor and distributing the policy with appropriate instructions to all policy holders.
9. All policies shall be numbered in accordance with the instruction from the Legislative and Information Services Manager. Generally speaking, all policies will be numbered using one of three (3) two-character codes. These are: “CS” for Corporate Services policies, “CM” for Community Services policies and “PI” for Planning and Infrastructure Services policies. This will then be followed by a “-“ and a two digit program code. This will then be followed by a “-“, which will then be followed by a three digit number issued generally chronologically. In the event that a policy is an amendment of a previous policy, the previous policy number will be used, if its numbering is consistent with this numbering scheme. The Legislative and Information Services Manager has the final decision on all numbering and will use these directions as a guideline in issuing the official number for any policy.
10. The “Policy Statement” portion of the policy is to be a brief one or two sentence statement which explains the philosophy and purpose of the policy. It is to answer the question “why”, not the question “how”. The Second section of the policy – “Procedure” provides a detailed description of the policy’s application and implementation. This includes such things as policy minimums and maximums, who is responsible for implementing the policy, who the policy affects and all other direction required to bring the policy into effect.
11. Directors, other members of the Senior Management Team and all other Managers are responsible for periodically reviewing policies to check for consistency and relevancy. Each policy is to be reviewed by the review date identified in the top text box or sooner if appropriate (such as in the event that a policy change is needed or requested by Council).
12. Each policy in draft form will first be brought to a Senior Management Meeting (or circulated to each member if this is not possible) for review and discussion. After any changes are made to the draft policy (and if the direction is to continue with it), it is then presented to Council at a Policies and Priorities Committee meeting for review and discussion. After any changes and, if deemed still appropriate, the policy is referred to an upcoming Council meeting for approval by Council.
13. When a proposed policy amendment is placed before Council for review, the submission should note exactly what is being changed in the policy (i.e. edit notations).
14. At the time of approving a policy, the review date must be established. Administration will provide a recommended review date to Council.
15. The Legislative and Information Services Manager shall be responsible for keeping the “master copy” of the policy manual. All other policy manuals are to be considered for the use and convenience of the user. At least once per year the Legislative and Information Services Manager shall recall all policy manuals and update and revise them to make them consistent with the master copy of the agenda. All policies passed by Council are to be attached to the minutes as a part forming the minutes. This includes any reference to changes made at the Council meeting at the time of acceptance.

“Original Signed”
Chief Administrative Officer

January 22, 2010
Date

“Original Signed”
Mayor

January 22, 2010
Date

SCHEDULE "A"

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POLICY STATEMENT:

(Statement of "why" – brief, no more than two sentences - no bullets or indents. The Policy Statement lays out the philosophy behind the policy. Do NOT include the implementation of the policy. Implementation falls under "Procedure").

PROCEDURE:

1. (Statement of "how" and "who", "when", "how much", "how often", etc.).
 - i. (Secondary bullets use roman numerals).
2. (One blank space between each bullet or sub-bullet).
3. (Times New Roman 12).
- 4.

Chief Administrative Officer

Date

Mayor

Date