



**Policy No.: 1100.01**

Topic: <p style="text-align: center;"><b>County Policy and Procedures</b></p>	Effective Date:  July 27, 2004
	Approved By: July 27, 2004 RES 384-07-27-04 RES 563-11-13-07
Subject Area:  <p style="text-align: center;">Governance</p>	Date of Next Review:  November, 2012
	Date(s) Revised: November 13, 2007

**Policy Statement:**

Yellowhead County Council as the governing body of the municipal corporation establishes and approves County policy. Council understands that policy guides actions and provides a way of ensuring that consistent decisions are made on similar matters. Policies serve to establish general guidelines for the municipal corporation.

Where required, it is the responsibility of the Chief Administrative Officer (CAO) to develop and approve procedures that will implement Council policy direction.

**Purpose:**

1. Confirm the purpose for policy.
2. Confirm Council as the policy approving authority.
3. Confirm the CAO as the procedure approving authority.
4. Confirm process for development and approval of policy and procedure.
5. Confirm a process to ensure the regular review and updating of County Policy and Procedure.



**Definitions:**

1. "Policy" means a course of action adopted by government, a guide to action, prudent action.
2. "Procedure" means a mode of conducting business or legal action.
3. "County Policy" means the general statement of principle approved by Council to guide Yellowhead County corporation actions. County policy may be established by Council resolution, by bylaw, or by a specific policy statement approved by Council.
4. "County Procedure" means the specific set of actions approved by the Chief Administrative Officer of Yellowhead County to support and carry out County policy.

**Procedures:**

1. Council may request by resolution the development, review, revision or consideration for elimination of any County policy.
2. When requested by Council, the CAO and/or his/her designate will develop a policy draft for consideration by Council.
3. The CAO may independently initiate the development of draft policy for Council consideration.
4. The CAO and/or his/her designate may develop draft procedures in support of any policy or draft policy.
5. Draft policy will be presented to Council for their consideration and decision.
6. Draft procedures prepared by the CAO and/or his/her designate may be presented to Council for information and to support any discussion about County policy.
7. Procedures will be approved by the CAO only after Council has approved County policy.
8. All County policy will include a "sunset" provision (not to exceed 5 years from the date of approval) establishing a date by which that policy must be reviewed and a decision made to revise, maintain eliminate or replace the policy and/or procedure.
9. All County procedure will include a "sunset" provision (not to exceed 5 years from the date of approval) establishing a date by which the policy and/or procedure must be reviewed and a decision made to revise, maintain eliminate or replace the policy and/or procedure.
10. County procedure may be produced and distributed in various formats based on the CAO's and/or his/her designate's understanding of the intended audience and use of the information. Formats include, but are not limited to: this procedure format, brochures or information sheets, and electronic form.

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Mayor's Signature

November 13, 2007

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Date