

1. Definitions

1.1. None

2. Responsibilities

2.1. Chief Administrative Officer to:

- 2.1.1 Recommend the revision or development of policy in identified areas to the Council.
- 2.1.2. Direct the preparation of draft policies and procedures
- 2.1.3 Review draft policies for consistency with the Village of Innisfree goals, objectives and other policies
- 2.1.4 Approve the implementation of procedures for any approved policy where necessary.
- 2.1.5 Ensure that all council approved policies are adhered to.

2.2 Administrative and Public Works Staff:

- 2.2.1 Review draft policies and procedures affecting their areas of responsibility.
- 2.2.2 Make recommendations on the proposed policy to the Chief Administrative Officer.
- 2.2.3 Support the development of procedures to support the implementation of policies.
- 2.2.4 Annually review policies and procedures pertaining to their department and recommend revisions or amendments.
- 2.2.5 Ensure adherence to policy within areas of responsibility.

3. Policy Writing Guidelines:

3.1 Policy Number: The number of a new policy will be assigned by the Chief Administrative Officer. The numbering will be based on the following allocation:

General Administration	1200
Finance	1300
Human Resources	1900
Fire Protection	2300
Emergency Management	2400
Bylaw Enforcement	2600
Transportation Services	3100
Roads, Streets Walks, Lighting	3200
Safety	3900
Water Supply & Distribution	4100
Sanitary Sewer Supply & Distribution	4200
Solid Waste Collection & Disposal	4300
Family & Community Support Services	5100
Cemeteries	5600
Municipal Planning & Zoning	6100
Economic Development	6900
Recreation & Culture	7000
Libraries	7400

- 3.2 The policy title should be simple and short. The title should express the way in which the policy will be referred to in future and need not include the word 'policy.' Reference to a policy may be made by way of number, title or a combination of number and title.
- 3.3 The policy statement shall be a statement of Council's overall intent in the area of the responsibility covered by the policy and shall include a policy statement, purpose and principles.
- 3.4 Definitions: The first section of the policy shall contain any necessary definitions necessary for clarifications of contents of the policy. If there are none, use 'none.'
- 3.5 Responsibilities: The second section shall contain a detailed breakdown of the responsibilities for all aspects of the procedure. Once the Policy is discussed and approved by Council, the responsibility shall be defined in order of hierarchy as follows:
 - 3.5.1 Chief Administrative Officer
 - 3.5.2 Administrative and Public Works Staff
 - 3.5.3 Members of the Public
- 3.6 Items of policy sufficiently explained in the responsibilities section need not be repeated in the body of the Procedure.
- 3.7 All pages are to be numbered and have the policy number attached, plus the effective date.
- 3.8 Arrange all details of the policy or procedure in such a way that the readers will find it logical and clear the first time they read it.
- 3.9 Group the information being presented in procedures into subjects. Use bold headlines and underlining where appropriate. Use numbers and indents to itemize steps or show a progression. Avoid repeating the same information and use the standard format demonstrated by this policy at all times.
- 3.10 The writing style should stress clarity, consistency and simplicity. The text of the policy should use short sentences, correct spelling and good punctuation.
- 3.11 The third and subsequent sections of a policy shall contain the corporate procedures necessary to carry out the direction of Council. Departmental procedures shall be developed in a similar format and shall, following the approval of the Chief Administrative Officer, be inserted in the policy manual behind the relevant policy and shall be numbered as a policy (e.g. 1100-01).
- 3.12 The end of each policy shall be indicated by a heading stating "End of Procedure."

4. The Policy Approval Process

- 4.1 New or revised policies may be developed following the identification of a need by Council, Committees, the Law, the Public, the Chief Administrative Officer, or Administrative and Public Works Staff.
- 4.2 After initial development or revision a policy draft is to be circulated to stakeholders for comment.
- 4.3 Each policy is approved by resolution of Council.
- 4.4 Routine updates that are not significant in impact, do not require that the policy go before Council for approval (i.e. Department name changes, position title changes, revisions to comply with Board resolutions, numbering changes) but such changes shall be approved by the Chief Administrative Officer and presented to Council as information/update
- 4.5 Each policy manual shall be packaged in a loose-leaf binder. The binder is kept at the Village Office and identified by a label located in the spine and on the front cover.
- 4.6 The Chief Administrative Officer may take steps to inform the public and staff on the impacts of a policy as necessary.

5. Policy Ownership and Responsibility

- 5.1 All staff is required to review the Policy Manual for guidance in handling matters relating to the Village of Innisfree.

6. Policy Filing System

- 6.1 Files shall be maintained by the Village Office that contain information on the development of each policy, and its subsequent revisions.
- 6.2 All outdated material must be removed from the policy manual and be recycled. Records of all past and current policies will be held on a data stick for any future references.

7. End of Procedure