



## Rural Municipality of Corman Park No. 344 Policy

Policy # GG-002

### Policy Title: Policy on Policy Development and Approval

**Policy Objective:**

To provide guidance on new policy development and approval.

**Authority:**

Council Resolution: November 5, 2012

**Policy:**

1. Per Policy GG-001 *Comprehensive Policy Manual Established* only policies approved by Council Bylaw or Council Resolution will be included in the Comprehensive Policy Manual.
2. The initiative to develop a policy may come from Council, a Committee of Council, from identification of an emerging issue, or to establish good business practice in operations.
3. As a general practice administration will develop policies in an iterative process with the Administration Committee. The Administration Committee will then recommend the policy to the Council for approval.
4. Upon consideration, the Council may send the policy back for further revision, or make resolution to approve the policy. In the case of a policy to be put in place by bylaw, the bylaw approval process as described in applicable legislation would be used to approve the policy.
5. Once approved, the policy will be:
  - Stamped with the corporate seal and signed by the Administrator to signify authenticity;
  - Scanned to a pdf for internal filing;
  - Posted for employee awareness;
  - Posted to the corporate website;
  - The original of the signed policy will be added to the master copy of the Comprehensive Policy Manual.