LAC LA BICHE COUNTY POLICY

TITLE: POLICY AND PROCEDURE DEVELOPMENT  POLICY NO: CS-14-003
RESOLUTION: 12.577  EFFECTIVE DATE: SEPTEMBER 18, 2012
LEAD ROLE: SENIOR MANAGER, LEGISLATIVE SERVICES  NEXT REVIEW DATE: SEPTEMBER 18, 2014
SPECIAL NOTES/CROSS REFERENCE:  AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County recognizes the importance and distinction between Council’s governance responsibility through policy and program development, and the Chief Administrative Officer’s responsibility to implement the policies and programs of the municipality.

Lac La Biche County acknowledges that timely communication is vital for the governance and administrative functions to be successful in developing the policies, and corresponding procedures, of the municipality.

_________________________________________  October 15, 2012
“Original Signed”  Date
Chief Administrative Officer

_________________________________________  October 23, 2012
“Original Signed”  Date
Mayor
PROCEDURE:

1. The Chief Administrative Officer shall ensure that when a new or revised policy is presented for Council’s approval, the corresponding administrative procedure is provided for Council’s information.

2. Should the Chief Administrative Officer amend an administrative procedure, the amended procedure shall be circulated to Members of Council for their information.

“Original Signed”   “September 12, 2012”

Chief Administrative Officer   Date