

Micmacs of Gesgapegiag Band

Policy and procedure on policy development

Adopted by Council March 4, 2002

Objective:

The Gesgapegiag Band Council wishes to ensure that policies and procedures are developed in a consistent manner throughout the organization, and that policies and procedures are reviewed on a regular basis to adapt them to changing circumstances.

To that end, policies and procedures developed by the various departments and programs should follow a specific path to final approval by the Band Council, and should include specific content.

Origins of policy:

Policy may be created and developed by any program, department, committee, board, or management group mandated by the Gesgapegiag Band Council to do so.

Consultations with the community:

Policies that have a direct impact on community members and on services to community members should be the subject of a public consultation process. This process should be undertaken by the program, department, committee, board or management group that is drafting the policy, and should be done before the policy has been submitted to Council for final approval so that concerns of community members can be reflected in the final draft.

This consultation process can take a variety of forms, depending on the nature of the policy being discussed. Information meetings, workshop sessions, and forums are all considered possible ways to accomplish this task. It will be the responsibility of the relevant Program Director to decide which method of consultation would prove most effective for the specific policy in question.

The outcome of any such consultations should be explained to Council members when the policy is submitted to Council for approval.

Responsibilities of staff:

It is the responsibility of the Program Director in each program area to ensure that policies developed within that program area are consistent with similar policies approved by the Band Council, and that they respect the priorities of the Band Council as well as the mission statement of the program or service in question.

Program Directors must also ensure that policies developed for the Gesgapegiag Band respect the minimum requirements as laid out in contribution agreements, and that they further respect all laws and statutes related to the issue the policy addresses.

Program Directors are also responsible for ensuring that they have the funds within their budgets to implement the policy.

Program Directors are responsible for ensuring the policies and procedures are communicated to the staff members responsible for carrying them out. All staff members affected by a given policy are responsible for implementing it, and for ensuring it is respected.

Content:

All policies should include the following:

- ✓ A clear section outlining who is affected by the policy
- ✓ A detailed description of the service or program concerned
- ✓ Any conditions or criteria for access to the service or program
- ✓ A list of the responsibilities of the administration, and of the Band member applying for the service
- ✓ Deadlines for applications, if applicable
- ✓ Any priorities which may have been set within the service or program
- ✓ A timeline for implementation and for review

Approval of policy:

Policies and procedures may only be implemented once they have been sanctioned and approved by Council. Committees, Boards and management groups should formally adopt the new policy in principle before it is submitted to the **Band Council for final approval. It is recommended that the Program Director review the recommended policy with the Director of Operations before the formal submission is made to Council.**

In emergency situations, an interim policy may be implemented by a Program Director pending final approval by Council, but this must be justifiable and a written request should be made to the Director of Operations.

Amendments:

The Band Council must formally approve any amendments to an approved policy. The Program Director in question should present the amendment to Council with a detailed explanation as to why the amendment is necessary.

Communications:

Within two weeks of its final approval by Council, the Director of Operations will ensure a new policy or amendment is communicated to the Band membership and other relevant groups such as the Department of Indian Affairs, Health Canada or other partnership organizations.

Regular review:

All policies should be reviewed on a regular basis. As a general principle, a new policy will be brought back to Council for review by the Program Director one year after its initial approval, with any recommendations for changes. At that first review, a schedule for further reviews **should be** established, based on need.

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Appendix 1

Critical path for policy development and approval:

This is the path that policies should travel to final adoption and sanction by Council:

- > Policy issue originates within committee, board, management group, Council**
- > A first draft of the policy is researched and prepared by senior staff in the relevant program area in order to ensure it is consistent with other policies approved by Council, that it respects the mission statement and priorities of the program in question, that the funds are available to implement it, and that it meets all legal and regulatory requirements**
- > The draft is submitted to the originating body for preliminary approval**
- > This preliminary draft of the policy is submitted to community members for consultation by the originating body**
- > The policy is redrafted, taking into account feedback from the Band membership**
- > The policy is submitted to the Director of Operations for review**
- > A final draft is re-submitted to the originating body for their final approval**
- > This approved version is presented to Council for formal adoption and sanction. In some cases, Council may recommend that the policy be adjusted before final approval.**