# Kwanlin Dün First Nation
# POLICY ON THE DEVELOPMENT
# AND REVIEW OF POLICY

| **Initial Approval Date**: October 7, 2024 | **Revised Date**: |
|---|---|
| **Administrative Authority: ECO** | **Policy Authority:** OIC number |

## PURPOSE

The purpose of this policy is to ensure that Kwanlin Dün First Nation ("KDFN") policies are developed, implemented, and reviewed in an appropriate and consistent manner.

## SCOPE

All KDFN departments are affected by this policy.

## DEFINITIONS

*Policy* means a written statement of the principles, values, intent, and compliance of a requirement of KDFN.

*Policy Project Charter* means a written agreement assigning objectives, scope, responsibilities, and timelines of the policy development.

## POLICY DEVELOPMENT:

### General Instructions

1.  While any KDFN department director may consider if there is a need for the creation of a new policy, all policy development must be undertaken with the express authorization of the Standing Committee on Policy and Legislative Development ("SCLPD").

2.  Prior to a policy being drafted, initial instructions will be obtained through presenting the rationale for the policy to SCLPD. Once direction is provided at SCLPD, the following policy development steps occur:

    2.1    The department director or designate will work with one or more Executive Council Office's ("ECO") policy analysts in the development of a Policy Project Charter, attached to this policy as 'Schedule A'.

    2.2    Regardless of whom is assigned the drafting of the policy, the draft policy will be assigned for review by ECO for the express purpose of determining:

        a.    Alignment with outcome agreed to at SCLPD;

b. Jurisdictional or environmental standards;

c. Compliance with legislation and regulation;

d. If the draft policy triggers amendment or repeal of any other policy;

e. Consistency across KDFN;

f. Consideration of risk and need for legal review;

g. Ability to be implemented;

h. Alignment with Council strategic priorities;

i. Need for further consultation with Citizens or Beneficiaries;

j. Any real or perceived conflicts; and

k. Consideration of how it will affect KDFN Citizens and Beneficiaries.

2.3 After ECO has reviewed the draft policy, recommended changes, if any, are provided to the director or designate. The director or designate can accept or reject the recommended changes into a final draft document.

3. The department director will present the final draft policy to SCLPD. If ECO had made recommended changes provided in 2.3, the department director must include these recommendations within the SCLPD Policy Briefing Note, attached to this policy as "Schedule B".

4. If at any time SCLPD provides new or varied direction on the policy, the process returns to 2.1 and 2.2.

5. Only after SCLPD approval does a policy to go to Council for approval.

6. All policies passed by Council will be required to be annually evaluated for impact, implementation success, and need for revision. ECO will work with directors or delegates in this evaluation process.

**Schedule A**

**Policy Project Charter**

**PROJECT NAME:**

**DATE:**

**1. GOALS & OBJECTIVES OF THE PROPOSED POLICY**

- Clearly state what the issue is the policy is attempting to address *(use the information you provided in your Briefing Note to Standing Committee for Legislation and Policy Development ("SCLPD") to state what the policy objectives are).*

**2. ROLES & RESPONSIBLITIES OF THE DEPARTMENT DIRECTOR, POLICY LEAD AND DEPARTMENT STAFF**

- State your expectations of all the people who will be working on the policy from the department. Clearly state who will be working on the policy and what your expectation are from them on time and availability.
- State who is accountable for the overall achievement of the approved project objectives.
- State who is responsible for providing the requirements (writing, research etc.) for the project.
- Name the person(s) responsible for calling meetings and communicating with ECO

**3. ROLES & RESPONSIBLITIES OF THE ECO POLICY ANALYSTS**

- State your expectations of the ECO policy analysts. ECO must clearly state who will be working on the policy and what the expectations are regarding:
  - time and availability
  - research support
  - drafting support
  - editing support

**4. SCHEDULE** *(example)*

| | MILESTONES | COMPLETION DATE |
|---|---|---|
| 1 | Signed Project Charter | 1 week |
| 2 | Consultations Finished | 5 weeks |
| 3 | Completion of First Draft | 5 weeks |
| 4 | Review of First Draft with ECO | 7 weeks |
| 5 | Completion of Second Draft | 1 week |
| 6 | Review of Second Draft with ECO | |

| 7 | Schedule review with the Policy Advisory Circle ("PAC") | |
| 8 | Schedule SCLPD presentation with Director of Governance | |
| 9 | Present final draft to SCLPD | |
| | **PROJECT COMPLETION** | **20 weeks** |

## 5. BUDGET (if applicable)

| | ITEM | BUDGET |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

## 6. RISK ASSESSMENT (REQUIRED)

| RISK EVENT | PROBABILITY | IMPACT | RESPONSE | CONTINGENCY ALLOWANCE ($) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

**Schedule A**

**Briefing Note**

***Guidelines for Briefing Note ("BN") on Policy Development***
- Policy defines an approach to an issue and provides the formal guidance needed to coordinate and execute activity throughout KDFN
- Sound policy incorporates the key principles by which staff can judge their actions
- Policy statements can help focus attention and resources on high priority issues by aligning and merging efforts to achieve KDFN's vision and goals
- Policy provides the operational framework within which KDFN functions
- Considers traditional knowledge in its development where applicable.

*When submitting POLICY documents to the Standing Committee on Legislative and Policy Development ("SCLPD"), please use the following format and answer the relevant questions. If the heading doesn't apply, you can remove it. Contact Executive Council Office ("ECO") for assistance.*

**ISSUE:**
Briefly describe the issue(s) you want SCLPD to consider.
State any evidence/facts that validate the issue.

**PURPOSE:**
Why is this proposed policy or amendments needed?

**OBJECTIVE:**
What is the objective of the proposed policy, what does it do?
What gaps does this policy address?

**SCOPE:**
Who is affected by this policy? (Other departments? Kwanlin Dün citizens? Other governments? Community?)

**BACKGROUND:**
Provide a brief summary of the topic including all necessary information
- Link the initiative to the KDFN Strategic Plan

**RATIONALE:**
Explain the issue and how the department recommends it is handled.

**RECOMMENDATION:**
Is there more than one option to be considered?
If applicable, list the Executive Council Office's summary of recommendations here.
Which option is the department recommending to SCLPD?
When should this policy be developed and implemented?

**FINANCIAL IMPLICATIONS:**

Are there financial implications for KDFN?

Is there money in the budget or are you requesting additional funding or is there a pending funding agreement?

**LIABILITIES:**

Are there any liabilities, obligations or responsibilities created or assumed by KDFN as a result of the policy?

**CONSULTATION:**

Who does the department need to consult with on this issue?
- other KDFN departments?
- other governments (City of Whitehorse, Government of Yukon, YFNs)?
- KDFN Citizens or Elders?

What will the consultation look like and how will others be contacted?

**RISK ASSESMENT AND MITIGATION STRATEGY:**

What risks are you anticipating that may prevent the policy from achieving its objectives? What strategy do you have to manage these risks?

**IMPLEMENTATION PLAN:**

What high level plan do you have for implementing the policy?

Have you defined the roles and responsibilities of the people who have the ability to support effective implementation of the policy?

What is your communication strategy? How will the policy be shared with the community? What is the target audience that needs to be aware of the policy?

How will this policy be maintained or reviewed once it is developed?

**EXECUTIVE COUNCIL OFFICE RECOMMENDATIONS:**

**MOTION:**

**NEXT STEPS:**