

<b>Policy 5.06</b>	<b>Refer to Policy #</b>
<p><b>Green Certificate Revising and Reviewing Policies Policy</b></p> <p>Alberta Agriculture and Forestry (AF) is responsible for setting the policies that govern the operation of the Green Certificate Program in Alberta. It is their responsibility to ensure that the policies adopted are current and meet the needs of those involved in the Green Certificate Program and AF. AF is also responsible to ensure that the policies are in the best interest of the Green Certificate program as a whole.</p> <p>It is the responsibility of the Provincial Green Certificate Coordinator to consult with the Regional Coordinators and other AF staff.</p> <p>Individuals involved in the Green Certificate Program can communicate their wishes through the Regional Coordinators.</p>	
	<b>Approved</b>
	January 2018
	<b>Review Date</b>
	January 2020

### **Reviewing Policies**

When any policy is adopted, a review date will be established. If possible, approximately 1/2 of the policies will be reviewed each year.

### **Revising Policies**

To ensure that the policies adopted by the Green Certificate Program meet the needs of the individuals involved in the Program, as well as the Alberta Agriculture and Forestry Department (AF); all recommendations for changes must go through the process outlined below in order to be considered.

#### **The steps to recommend changes are:**

- A proposed policy change can be directed to any Coordinator, Regional or Provincial, by any individual involved in the Green Certificate Program, via fax or email.
- The Provincial Coordinator will maintain a file of proposed changes to be brought forward for approval at the Regional Coordinators bi-annual meeting\*.
- The Provincial and Regional Coordinators will consider all suggestions, seeking advice from appropriate AF staff when necessary.
- Any changes approved by the Regional and Provincial Coordinator group will be forwarded for approval at the appropriate level of AF.
- AF will review the changes and either approve or reject the policy change.
- The Provincial Coordinator will ensure that the Regional Coordinators receive information on the approved changes, as well as any information about why changes were not approved.
- A decision on any proposed amendment received by May 1 can be expected by the end of August. Implementation of changes will take place September 1 of each year. A change made outside of the review year, will not change the review date.

\* Note: The Regional Coordinators bi-annual meetings will take place in the fall and in the spring of each year.

## **Adding a Policy**

To ensure that the policies adopted by the Green Certificate Program meet the needs of the individuals involved in the Program, as well as Alberta Agriculture and Forestry Department (AF); all recommendations for adding a policy must go through the process outlined below in order to be considered.

### **The steps to recommend an additional policy are:**

- The proposed policy, along with the justification for it, can be directed to any Coordinator, Regional or Provincial, by any individual involved in the Green Certificate Program, via fax or email.
- The Provincial Coordinator will review any requests for additional policies as they are received.
- The Regional Coordinators, and appropriate AF staff, will be asked for input.
- A draft version of the policy will be circulated to the Regional Coordinators in advance of the Regional Coordinators bi-annual meeting.
- The Regional and Provincial Coordinators will finalize the policy for implementation, or recommend waiting for further input, at the Regional Coordinators bi-annual meeting \*.
- The final policy draft will be forwarded for approval at the appropriate level of AF.
- AF will review the policy and either approve or reject it.
- The Provincial Coordinator will ensure that the Regional Coordinators receive information on the approved changes, as well as any information about why changes were not approved.
- A decision on any proposed additional policy received by May 1 will be drafted for approval by August 1. Whenever possible a final decision on the policy will be made by the end of August with implementation of the policy to take place September 1. If a proposed policy will result in a major change to a specialty, or the direction of the Green Certificate Program, a policy may take longer than this to receive final approval. All new policies will be assigned a review date when approved.

\* Note: The Regional Coordinators bi-annual meetings will take place in the fall and in the spring of each year.