TOWN POLICY

Where Quality of Life is a Way of Life

	POLICY NUMBER: 1201
REFERENCE: Council 771.09.90	**ADOPTED BY:** Town Council 6 January 1988
PREPARED BY: Administration	**DATE:** 6 January 1988

TITLE: **POLICY AND PROCEDURES STANDARDS**

Policy Statement

The Town of Strathmore will provide guidelines for drawing up policies to handle decision making in all departments under the Council's jurisdiction.

1.   **Definitions**

1.1   <u>Council</u> means the Council of the Town of Strathmore, in the Province of Alberta.

1.2.   <u>Directors</u> means all Director level management positions.

1.3   <u>Town Policy</u> means a statement of the Town's intention over all in certain areas of responsibility. To be used for guidance when action is being taken in those areas, narrow enough to give clear guidance, but broad enough to leave room for administrative discretion.

1.4.   Town Procedure means instruction given to all Town Officials and employees on how to carry out the intent of the Town Policy. It is to state clearly and exactly what must be done, and usually states who is to do it and when.

1.5.   Departmental Procedures means those detailed instructions authorized by the Town Manager or a Director and compiled in the Policy manual.

2.   **Responsibility**

2.1.   Council:

2.1.1. Receive recommendations for a new, amended, or revised policy, direct preparation of draft policies by allocation to the Town Manager or Board, Commission or Committee for development.

2.1.2. Give formal approval to policy.

2.2   Chairman of Specific Board, Commission and Committee.

2.2.1 Prepare draft policy.

2.2.2 Present to Town Manager for review by staff.

2.2.3 Prepare any revisions, corrections or changes.

2.2.4   Present policy to Council for approval.

2.3   Town Manager:

2.3.1   Recommend development of policy in specific areas to Council.

2.3.2. Direct preparation of draft policies and procedures as necessary.

2.3.3. Review draft policies.

2.3.4. Recommend approval or revision of policies to Council.

2.3.5. Implement procedures for any approved policy.

2.4   Directors:

2.4.1   Review draft policies and procedures affecting their areas of responsibility.

2.4.2   Make recommendations on the proposed policy to Council.

2.4.3   Support the development of procedures as necessary.

2.4.4 Ensure appropriate reviews are carried out when a policy is being drafted or revised.

2.4.5 Annually review policies and procedures pertaining to their department and recommend any revisions or amendments needed.

2.4.6   Ensure adherence to policy within areas of responsibility.

2.5   Any Particular Staff:

2.5.1   Adhere to policy guidelines in dealing with related matters.

2.5.2 Recommend any need for amendments, revisions, etc. to their supervisor.

3. **Policy Writing Guidelines**

3.1 Preparing the Town Policy form, (copy attached):

3.2 Policy Number - The number of a new policy will be assigned by the Town Manager subsequent to the policy being approved. The numbering will be as follow, with indexing broken into three components:

3.2.1 Classification:

General Government Services Function 1000 - 1999

Protective Services Functions 2000 - 2999

Transportation Services Functions 3000 - 3999

Environment Treatment Services Functions 4000 - 4999

Health and Welfare Services Functions 5000 - 5999

Environment Development Services
Functions 6000 - 6999

Recreation and Cultural Services
Functions 7000 - 7999

Other Services Functions 9000 - 9999

3.2.2 Category - 2100, 2200, 2300, etc.

The classification identifies the type of policy, as determined by the Town Manager. The subject number allows a breakdown of topics within the policy.

3.2.3 Subject - A unique number identifying a specific policy (i.e. 2107, 2212, 2302, etc.)

3.3   Reference to; Resolution or motion, approving the Policy.

3.4.   Approved By; The source of the approval will be noted. This would be Council or the Town Manager.

3.5   Date; The date the policy is approved by Council.

3.6   Revision Date; The date the policy was revised by Council or the Town Manager. The date will be provided by the Director of Administrative Services or the Town Manager.

3.7   Policy Title:

3.7.1   Title will be typed in capitals and forms the name of the policy, and identifies the policy for indexing.

3.7.2 Should be simple and it should express the way in which the policy will be referred to in future.

3.8   Policy Statement:

3.8.1   Statement of the Town's overall intent in the area of its responsibility covered by the policy. To be used for guidance when action is being taken in these areas and when interpretation of the intent of the policy is required.

3.9   Definitions:

3.9.1   The first section of the policy shall contain any definitions necessary for clarification of contents of the policy.

3.10   Responsibilities:

3.10.1 The second section of the policy shall contain a detailed breakdown of responsibilities for all aspects of the policy.

3.10.2   Responsibility will be defined in order of organizational hierarchy.

Town Council

Mayor

Deputy Mayor

Chairman of a Specific Board, Commission or Committee

Town Manager

Directors

Any Particular Director

Staff

Members of the Public

3.10.3 Items of policy sufficiently explained in this section need not be repeated in the body of the Policy, (i.e. responsibility of Council, Directors, and Staff).

3.11   Procedures:

3.11.1 The third section of the policy shall contain specific guidelines for development of needed procedures. (i.e., writing guidelines, policy numbering, approval process)

3.12   Subject:

3.12.1 The fourth and subsequent sections of the policy will address specific topics associated with the policy.

3.12.2 The final heading shall show "End of Policy".

3.13 Pages:

3.13.1 All pages are to be numbered and have the policy number stated.

3.13.2 The top left/right-hand corner (even/odd headers) of each page contains the revision date - month, day, year - i.e. October 21, 1987.

3.13.3 This date is updated each time a revision is made to a particular page.

3.14 General Writing Standards:

3.14.1 Organization - Arrange all the details of the policy or procedure in such a way that the reads will find it logical and clear the first time they read it.

3.14.1.1 Group the information into subjects. Use bold headings and underlining where appropriate. Use numbers to itemize steps or show a progression. Avoid repeating the same information and use a standard format at all times.

3.14.1.2 Flow charts may be used to show a sequence of operations.

3.14.2 Simple Language and Sentences:

3.1.4.2.1. Material will be presented in a clear and simple manner. The writing style will stress clarity, consistency and simplicity.

3.14.3.   Text within the Policy:

3.14.3.1. The text of the policy will use short sentences, and a short procedure. The finished product will stress smoothness an clarity of thought. Use of correct spelling and punctuation will be stressed at all times.

3.14.4.   Format:

3.14.4.1 There will be standard page headings indexing the same location on all forms. The same clear, easy to read typeface will be used for all material. Consistency will be used in margins, heading spacing, paragraph spacing, etc.

4.   **The Policy Approval Process**

4.1   New or revised policies may develop following the identification of a need by Council, Board, Commission and Committees of Council, the Law, the Public, the Town Manager or staff.

4.2   A new or revised policy is given priority for development by Council and allocated to the Town Manger for development.

4.3   The Town Manager shall allocate the development of a new or revised policy to specific staff member (s).

4.4   The developed policy is to be first presented to the Management Team for review and discussion.

4.4.1   If policy requires revisions, it is returned for correction or change.

4.4.2 If policy is initially approved by management, it is circulated to affected staff for comment.

4.5   The policy is approved.

4.5.1   The Town Manager shall present the new or revised policy to Council for approval.

4.5.2 The Town Manager shall provide for the implementation of procedure required by the policy and shall assign a policy number as required.

4.5.3. Routine updates (i.e. not meaning or intent) not significant in impact do not require that the policy go before Council for approval (i.e. department name changes, position title changes) but such changes shall be approved by the Town Manager.

4.6   The Town Manager shall provide for the distribution and maintenance of policy manuals.

POLICY APPROVAL PROCESS

| COUNCIL

authorizes
development of | ← | NEED

IDENTIFIED BY

Council, Public,
Law, |

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              │   by specific staff   │            │
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  │   COUNCIL    │               │ TOWN MANAGER │
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  │              │               │   Policy     │
  │    Policy    │               │    and       │
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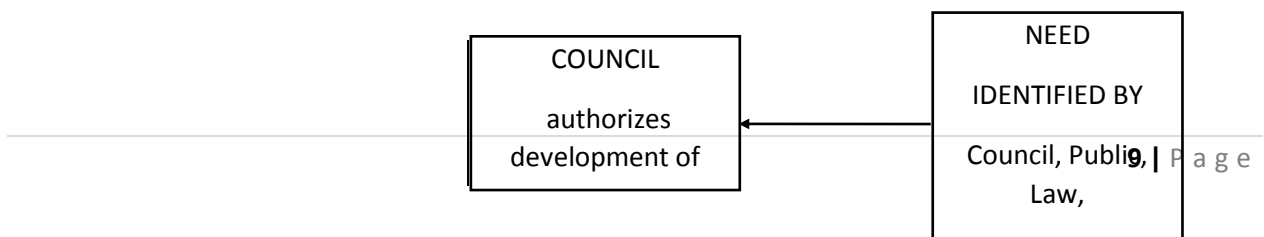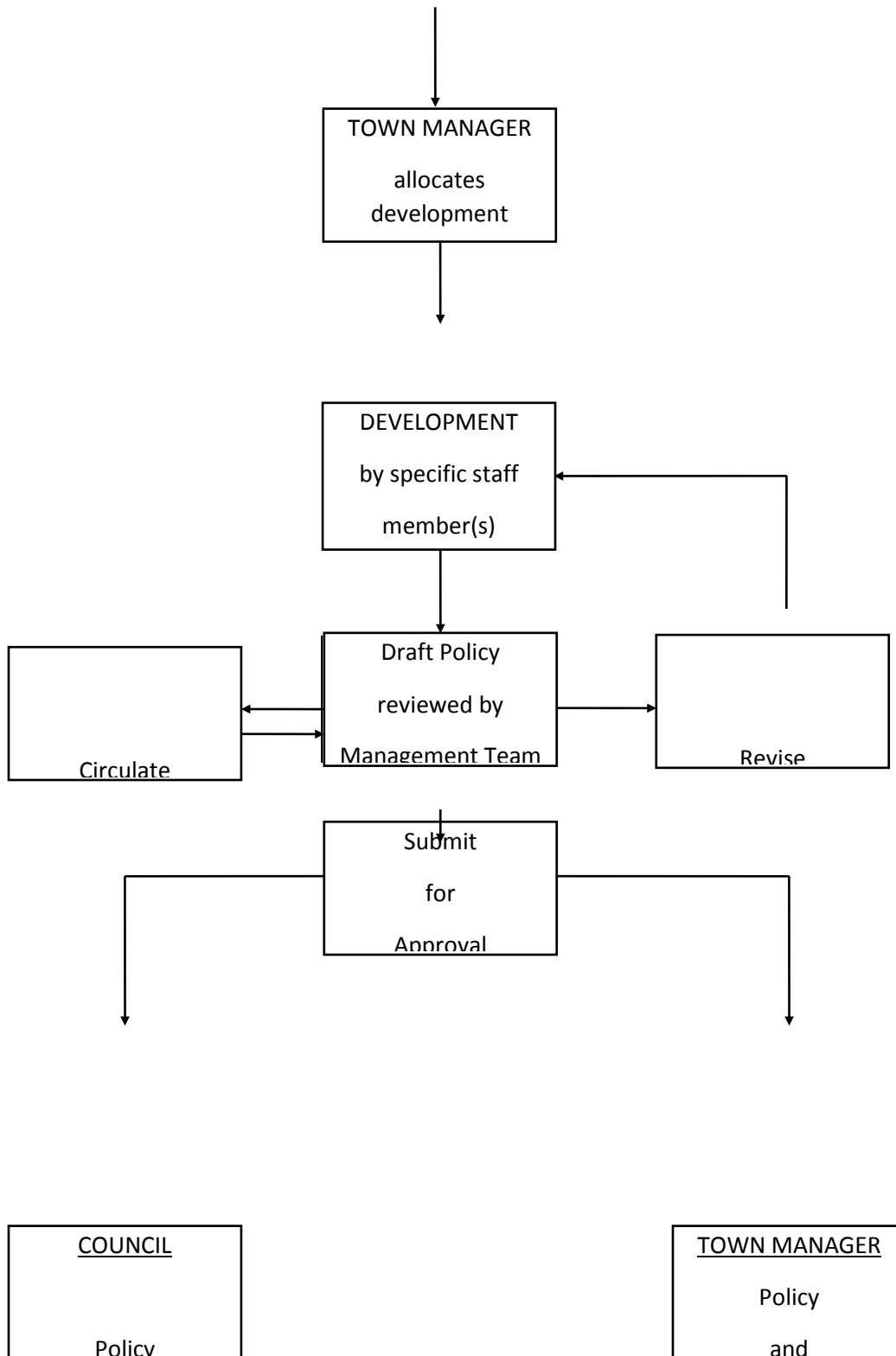
4.7   Manual Development:

4.7.1   The policy manual shall contain all the approved policies that exist for the Town of Strathmore.   It also contains many of the procedures required to support these policies.

4.7.2   Procedures are an extension of the policy and are prepared if further qualification or information is required.

4.8   Packaging of Policy Manual:

4.8.1   The Policy Manual shall be packaged in a loose-leaf binder.

4.8.2   Each binder is identified by a label located on the spine, and on the front cover.

4.8.3   Each section of the manual identifies a specific type of policy.

4.8.4   Each policy is separated from other policies by a blank sheet of coloured paper.

4.9   Location of Manuals:

Manuals are distributed to the various sectors as follows:

Mayor one (1) copy

Members of Council six (6) copies

Town Manager one (1) copy

Directors two (2) copies

Development Officer one (1) copy

Engineering Technician one (1) copy

Library one (1) copy

Master Copy one (1) copy

Family Centre one (1) copy

Superintendent of Public Works & Utilities one (1) copy

Public Works Department one (1) copy

Water Treatment Plant (1) copy

R.C.M.P. one (1) copy

5.   **Policy Ownership and Responsibility**

5.1   Each Director is required to review policies and procedures affecting their area of responsibility on an annual basis and provides recommendations for any revisions or updates to the Town Manager.

5.2   Council sets all policies, except where policies relate only to areas of responsibility delegated by Council.

5.3   All staff are required to refer to the Policy Manual for guidance in handling matters relating to the Town of Strathmore.

5.4   The Town Manager and Directors are responsible to ensure that policies are adhered to.

6.   **Policy Filing System**

6.1   There are two (2) major filing systems involved with policies and procedures.

6.1.1   Historical Policy Files

6.1.1.1   File contains information associated with the development of a policy and its subsequent revisions. Individual files are set up for each policy. The file is labeled according to the policy index.

6.1.2   Transmittal Files

6.1.2.1   Transmittal files are important in the event that updates have to be recovered due to loss or failure of the user to update his policy manual.

6.1.2.2   A transmittal file has an identification number and year number on it and the files are labeled accordingly.

6.1.2.3   Each transmittal contains the transmittal identification number on it and a list of all policy changes included with that particular transmittal.

6.1.2.4   All outdated material must be removed from the Policy Manual and destroyed.

7.   **<u>End of Policy</u>**