Procedure Title: POLICY AND PROCEDURE STANDARDS Procedure No: 1010-01 Approval: CAO Effective Date: December 14th, 2005 Supersedes Procedure No:	

1.   **Definitions**

1.1.   (none)

2.   **Responsibilities**

2.1.   Chief Administrative Officer to:

2.1.1.   Recommend the revision or development of policy in identified areas to the Council or a Committee.

2.1.2.   Direct the preparation of draft policies and procedures.

2.1.3.   Review draft policies for consistency with the Town of Hardisty corporate goals and objectives, and other policies.

2.1.4.   Approve the implement of procedures for any approved policy, where necessary.

2.2.   Administrative and Public Works Staff:

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

2.2.2.   Make recommendations on the proposed policy to the Chief Administrative Officer.

2.2.3.   Support the development of procedures to support the implementation of policies.

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

2.2.5.   Annually review policies and procedures pertaining to their department and recommend revisions or amendments.

2.2.6.   Ensure adherence to policy within areas of responsibility.

3. **Policy Writing Guidelines**

3.1. Policy Number: The number of a new policy will be assigned by the Chief Administrative Officer. The numbering will be based on the following allocation:

Legislative (Council)	1000
General Administration	1200
Insurance	1300
Finance	1500
Human Resources	1900
Fire Protection	2300
Bylaw Enforcement	2600
Transportation Services	3100
Roads, Streets, Walks, Lighting	3200
Airport Services	3300
Safety	3900
Water Supply and Distribution	4100
Garbage Collection and Disposal	4300
Family and Community Support Services	5100
Cemeteries	5600
Municipal Planning and Zoning	6100
Economic Development	6900
Recreation and Culture	7000
Libraries	7400

3.2. The policy title should be simple and short. The title should express the way in which the policy will be referred to in future and need not include the word 'policy'. Reference to a policy may be made by way of number, title or a combination of number and title.

3.3. The policy statement shall be a statement of Council's overall intent in the area of responsibility covered by the policy, and shall include a policy statement, purpose and principles.

3.4. Definitions: The first section of the policy shall contain any definitions necessary for clarification of contents of the policy. If there are none, use "(none)

3.5. Responsibilities: The second section of the policy shall contain a detailed breakdown of responsibilities for all aspects of the procedure. Responsibility will be defined in order of organizational hierarchy as follows:

> Chief Administrative Officer
> Administrative and Public Works Staff
> Members of the Public

3.6. Items of policy sufficiently explained in the responsibilities section need not be repeated in the body of the Procedure.

3.7.   All pages are to be numbered and have the policy number attached, plus the effective date.

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

3.9.   Group the information being presented in procedures into subjects. Use bold headings and underlining where appropriate. Use numbers and indents to itemize steps or show a progression. Avoid repeating the same information and use the standard format demonstrated by this policy at all times.

3.10.   Flow charts are encouraged to show a sequence of operations.

3.11.   The writing style should stress clarity, consistency and simplicity. The text of the policy should use short sentences, correct spelling and good punctuation.

3.12.   The third and subsequent sections of a policy shall contain the corporate procedures necessary to carry out the direction of Council. Departmental procedures shall be developed in a similar format to this policy format and shall, following the approval of the Chief Administrative Officer be inserted in the policy manual behind the relevant policy and shall be numbered as a the policy (e.g. 1001-01).

3.13.   The end of each policy shall be indicated by a heading stating "End of Procedure".

4.   **The Policy Approval Process**

4.1.   New or revised policies may be developed following the identification of a need by Council, Committees, the Law, the Public, the Chief Administrative Officer, or Administrative and Public Works Staff.

4.2.   After initial development or revision a policy draft is to be circulated to stakeholders for comment.

4.3.   Each policy is approved by resolution of Council.

4.4.   Routine updates that are not significant in impact, do not require that the policy go before Council for approval (i.e. department name changes, position title changes, revisions to comply with Board resolutions, numbering changes) but such changes shall be approved by the Chief Administrative Officer.

4.5.   The Administrative Assistant shall provide for the distribution and maintenance of policy manuals, and shall maintain a Master Policy Manual against which other policy manuals may be checked for accuracy.

4.6.   Each policy manual shall contain all the approved policies that exist for the Town of Hardisty. A separate safety manual will be provided containing solely those procedures

relating to safety standards. Policy manuals may also contain procedures required to support those policies.

4.7.   Each policy manual shall be packaged in a loose-leaf binder. Each binder is identified by location and by a label located on the spine and on the front cover.

4.8.   Policy manuals are to be distributed as follows:

> Council (1) copy
> Chief Administrative Officer (1) copy
> Administrative and Public Works Staff (1) copy
> Public Library (1) copy
> Master Policy Manual

4.9.   Each transmittal sent out with policy manual revisions shall contain a transmittal identification number and a list of all policy and procedure changes included with that transmittal. A log shall be provided in each policy manual to record the transmittals inserted into the manual.

4.10.   Policies shall be posted on the web-site following their approval by Council. The Chief Administrative Officer may take additional steps to inform the public and staff on the impacts of a policy as necessary

5.   **Policy Ownership and Responsibility**

5.1.   All staff are required to refer to the Policy Manual or web-site for guidance in handling matters relating to the Town of Hardisty.

6.   **Policy Filing System**

6.1.   Files shall be maintained by the Administrative Assistant that contain information on the development of each policy, and its subsequent revisions. Individual files are to be set up for each policy.

6.2.   Transmittal files shall be maintained by the Administrative Assistant and shall be utilized in the event that updates have to be recovered due to loss or failure of the user to update their policy manual.

6.3.   All outdated material must be removed from each policy manual and be recycled.

7.   **End of Procedure**