

Town of Eckville

Policy: 1102

Policy and Procedures Standards

Approved by: Council

Date of Council Approval: November 14, 2005

Policy Statement:

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

1. Definitions:

- 1.1 Council means the Council of the Town of Eckville, in the Province of Alberta.
- 1.2 Director means all Directors and above management level positions.
- 1.3 Town Policy means a statement of the Town's intention over all officials 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 Chief Administrative Officer 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 Chief Administrative Officer or Board, Commission or Committee for development.
- 2.1.2. Give formal approval to policy.

2.2 Chairman of Specific Board, Commission or Committee:

- 2.2.1. Facilitate preparation of draft policies.
- 2.2.2. Present to Chief Administrative Officer for review by staff.
- 2.2.3. Facilitate preparation of any revisions, corrections or changes.
- 2.2.4. Present policy to Council for approval.

2.3 Chief Administrative Officer:

- 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 reviewed.
- 2.4.5. Review policies and procedures pertaining to their department and recommend any revisions or amendments needed.
- 2.4.6. Ensure adherence to policy within areas.

2.5 Any staff member:

- 2.5.1. Adhere to policy guidelines in dealing with related matters.
- 2.5.2. Recommend any need for new policy or amendments or revisions of existing policy to their supervisor.

3. Policy Writing Guidelines

3.1 Policy Number - the Chief Administrative Officer subsequent to the policy being approved will assign the number of a new policy. The numbering will be as follows, with indexing being broken into three components.

3.1.1. Classification:

General Government Services	1000 - 1999
Protective Services	2000 - 2999
Transportation Services	3000 - 3999
Environmental Treatment	4000 - 4999
Health and Welfare	5000 - 5999
Planning and Development	6000 - 6999
Recreation and Cultural Services	7000 - 7999
Other Services	8000 - 8999

3.1.2. Category - 2100, 2200, 2300 etc.

This classification identifies the type of policy as determined by the Chief Administrative Officer. The subject number allows for a breakdown of topics within the policy.

- 3.1.3. Subject - a unique number identifying a specific policy (i.e. 2107).
- 3.2 Approved by: the source of the approval will be noted. This would be Council or the Chief Administrative Officer.
- 3.3 Date: the date the policy is approved.
- 3.4 Revision Date: the date the policy was revised by Council or the Chief Administrative Officer.
- 3.5 Policy Title:
 - 3.5.1 Title will be typed in capitals and forms the name of the policy and identifies the policy for indexing.
 - 3.5.2 Should be simple and it should express the way in which the policy will be referred to in the future.
- 3.6 Policy Statement: will give the overall intent of 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.
- 3.7 Definitions shall contain any definitions necessary for clarification of contents of the policy.
- 3.8 Responsibilities:
 - 3.8.1 The second section of the policy shall contain a detailed breakdown of responsibilities for all aspects of the policy.
 - 3.8.2 Responsibility will be defined in order of organizational hierarchy:
 - Town Council
 - Mayor
 - Deputy Mayor
 - Chairman of a Specific Board, Commission or Committee
 - Chief Administrative Officer
 - Directors
 - Staff
 - Members of the Public
- 3.9 Procedures shall contain specific guidelines for the development of needed procedures.
- 3.10 Subject will address specific topics associated with the policy.

4. **Policy Approval Process**

- 4.1 New or revised policies may develop following the identification of a need by Council, Board, Commission, Committees of Council, the law, the public, the Chief Administrative Officer or staff.
- 4.2 A new or revised policy is given priority for development by Council and allocated to the Chief Administrative Officer for development.
- 4.3 The Chief Administrative Officer may allocate the development of a new or revised policy to a 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 to be returned for correction or change.
- 4.4.2. If policy is initially approved by the management team, it is circulated to the affected staff for comment.

4.5 The policy is approved.

- 4.5.1. The Chief Administrative Officer shall present the new or revised policy to Council for approval.
- 4.5.2. The Chief Administrative Officer 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 Chief Administrative Officer. Any such changes are to go before Council for information.

4.6 The Chief Administrative Officer shall provide for the distribution and maintenance of the policy manuals

5. Policy Ownership and Responsibility

- 5.1 Each Director is required to review policies and procedures affecting their area of responsibility on an ongoing basis and provide recommendations for revisions or updates as required to the Chief Administrative Officer. Those policies required to be reviewed annually will be specified within that policy.
- 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 Eckville.
- 5.4 The Chief Administrative Officer and Directors are responsible to ensure that all policies are adhered to.

6. End of Policy

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