



MUNICIPAL DISTRICT OF GREENVIEW NO. 16
"A Great Place to Live, Work and Play"

Procedure Title: POLICY AND PROCEDURE STANDARDS

Procedure No: 1001-01

Approval: CAO

Effective Date: December 10, 2013

Supersedes Procedure No: (none)

1. Definitions

- 1.1. Chief Administrative Officer means the individual appointed by Council to that position or their designate.
- 1.2. Council means the Council of the Municipal District of Greenview No. 16, in the Province of Alberta.
- 1.3. Committee means a committee, board or commission appointed by the Council.
- 1.4. Greenview means Municipal District of Greenview No. 16
- 1.5. Policy means a generalized statement of intent, based upon a body of principles, which describes what is to be done now and in the future.
- 1.6. Procedure means a statement(s) arising from policy which set out who does what, how, and in what sequence; the method of carrying out policy.

2. Responsibilities

- 2.1. Chief Administrative Officer, or designate, to:
 - 2.1.1. Recommend the revision or development of policy in identified areas to the Policies Review Committee.
 - 2.1.2. Direct the preparation of draft policies and procedures.
 - 2.1.3. Review draft policies for consistency with Greenview corporate strategies, goals and objectives, and other plans and policies.

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

2.2. General Managers to: -

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 department 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.

2.3. Legislative Services Officer:

2.3.1. Provide for the distribution of policy manuals and their maintenance.

2.3.2. Review draft policies and advise the Chief Administrative Officer on their compliance with the laws of Alberta, completeness, accuracy, and consistency with organizational bylaws and standards.

2.4. Staff to:

2.4.1. Adhere to policy, guidelines, and procedures when dealing with related matters.

2.4.2. Recommend any need for amendments or revisions to their supervisor.

3. Policy Writing Guidelines

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

- Council and General Government Services 1000-1999
- Human Resource Services 2000-2999
- Protective Services 3000-3999
- Infrastructure Services 4000-4999
- Health, Social and Welfare Services 5000-5999
- Planning & Development Services 6000-6299
- Agricultural Services 6300-6999
- Economic Development Services 7000-7999

- Recreation & Cultural Services 8000-8999
- Other Services 9000-9999

- 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 Greenview'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 or a procedure shall contain any definitions necessary for clarification of contents of the policy or the procedure. If there are none, use "(none)"
- 3.5. Responsibilities: The second section of the procedure shall contain a detailed breakdown of responsibilities for all aspects of the procedure. Responsibility will be defined in order of organizational hierarchy as follows:
 - Council
 - Chief Administrative Officer
 - General Managers
 - Managers
 - 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 Policy.
- 3.7. All pages are to be numbered and have the policy number and 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 policies or 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 procedure may contain the corporate procedures that directly impact Council processes. Departmental procedures shall be developed in a similar format to this procedure 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 procedure 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, General Managers, Managers, or Staff.
- 4.2. After initial development or revision by the Committee of the Whole or the Policy Review Committee a policy draft is to be circulated to stakeholders for comment. Policies and procedures directly impacting Council shall be reviewed by the Committee of the Whole, and other policies shall be reviewed by the Policy Review Committee.
- 4.3. Each policy is approved by resolution of Council.
- 4.4. Routine updates that are not significant in impact and do not change the intent of the policy, are not required to go before Council for approval (i.e. name changes, position title changes, revisions to comply with Council or Board resolutions, numbering changes), but such changes shall be approved by the Chief Administrative Officer.
- 4.5. The Legislative Services Officer shall provide for the distribution and maintenance of policy manuals, and shall maintain a Master Policy Manual against which other policy manuals and electronic indexes may be checked for accuracy.
- 4.6. Each policy manual shall contain all the approved policies that exist for Greenview. A separate safety manual will be provided containing solely those policies and procedures relating to safety standards. Policy manuals may also contain procedures required to support those policies.
- 4.7. Other than for Council members, 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. For Council members, the policy manual and each policy and procedure within it will be provided in an electronic file format. This electronic file format will also be made available to all staff.
- 4.8. Policy manuals are to be distributed as follows:
 - Chief Administrative Officer (1) copy
 - General Managers (3) copies
 - All Occupied Buildings – (1) copy each

 - Public Libraries 5 copies
 - Master Policy Manual (1) copy
 - Council Chambers (1) copy
- 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 Greenview 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 for guidance in handling matters relating to Greenview.

6. Policy Filing System

- 6.1. Files shall be maintained by the Legislative Services Officer 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 Legislative Services Officer 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

Approved by CAO: 13.12.689