



TOWN OF SUNDRE POLICY

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| Policy Number: | A-000-00 POL |
| Policy Name: | Developing Policies and Procedures |
| Related Procedure Number: | A-000-00 PRO |
| Related Procedure Name: | Developing Policies and Procedures |
| Resolution Number: | 65/16 |
| Approval Date: | March 23/16 |
| Next Review Date: | March 2019 |
| Responsible Department: | Legislative Services |

Policy Statement

The Town of Sundre believes that in order to:

- Accomplish its vision;
- Fulfill its legal and statutory requirements;
- Provide employees with clear direction; and
- Provide ratepayers with a clear understanding of how the Town does business.

It is necessary and prudent to develop effective policies and procedures that are:

- Formally approved;
- Current;
- Promote operational efficiencies;
- Reduce risk;
- Complied with throughout the organization;
- Accessible to all employees; and
- Available to all interested parties.

Related Information

A-000-00 PRO – Developing Policies and Procedures
A-000-00 PRO – Developing Policies and Procedures Manual

Definitions

Policy is a guiding or governing principle. It forms the written basis of operation, secondary to legislation and bylaw, which serves as a guide to decision-making within an organization. The function of a policy is to ensure that decisions, actions and constraints are being undertaken in a consistent manner throughout the organization. A policy must be approved by Town Council through Resolution.

Procedure gives direction. A procedure describes the ways or the means in which all Town employees are to carry out the intent of a particular policy and clarifies responsibilities of each department. The procedures may include forms and/or instructions to carry out specific or routine tasks. A procedure requires Chief Administrative Office approval.

Procedures will be approved at Senior Leadership Team (SLT) Meetings, unless the procedure is directly related to Council operation.

Responsibilities

Town Council to:

- Approve Policies by resolution.

Chief Administrative Officer to:

- Sign and Date Policies;
- Implement policies and approve procedures; and
- Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

Directors/Managers to:

- Ensure implementation of policies and procedures; and
- Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

Employees to:

- Understand and adhere to Policies and Procedures

End of Policy

Approval:

This policy shall come into force and effect upon adoption by Council at a Regular or Special Meeting.

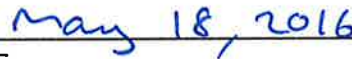
March 23, 2016 Meeting of Council



MAYOR



CHIEF ADMINISTRATIVE OFFICER



DATE

