



Village of Cremona

Policy #1301-01

Policy Procedure Standards

POLICY STATEMENT:

The Village of Cremona will provide guidelines for the drawing up of policies and a policy approval process. The Council of the Village of Cremona believes that one of its primary roles is to formulate policies, which serve as guidelines for the operation of the municipal corporation. Through the adoption, implementation and evaluation of policy, Council exercises leadership and authority over the operations of the Village

1. Definitions

- 1.1 Committee means a committee or board appointed by Council.
- 1.2 Council means the Council of the Village of Cremona, in the Province of Alberta.
- 1.3 Policy means a guide for decision-making and is accompanied by procedures. The function of a policy is to ensure that decisions and actions are being undertaken in a consistent matter throughout the organization.
- 1.4 Procedure means a guide that directs the approved method in carrying out a task. It outlines the means in which Village employees are to carry out a particular policy.

2. Responsibilities

2.1 Village Council to:

- 2.1.1 At the first organizational meeting of a new Council, make a decision upon the recommendation of the Chief Administrative Officer relative to the process to be utilized by Council members in conducting a policy review during their four years in office
- 2.1.2 To review existing policy on a cyclical basis and recommend to Council that a policy will continue in force, or be deleted due to redundancy, or incorporate minor wording amendments which lend clarity but do not change the substance or intent of the policy.
- 2.1.3 Direct preparation of draft policies by allocation to Chief Administrative Officer, Board, Commission or Committee for development.
- 2.1.4 Approve policy by resolution.

2.2 Chief Administrative Officer to:

- 2.2.1 Recommend the revision or development of policy in identified areas to Council or Committee.
- 2.2.2 Direct preparation of draft policies and procedures.
- 2.2.3 Review draft policies for consistency with the Village of Cremona corporate goals and objectives, and other policies.

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

2.3 Supervisors to:

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

2.3.2 Make recommendations on the proposed policy to Committee and Council.

2.3.3 Support the development of procedures.

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

2.3.5 Ensure adherence to policy within areas of responsibility.

2.4 Employees 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 Chief Administrative Officer. Numbering shall attempt to group policies with related policies within the appropriate department. The numbering will be as follows:

1000-1099 Administration

Subjects of a general administrative nature that cannot be classified elsewhere

1100-1199 Communications / Public Affairs

Public relations functions such as internal and external communications, community and media relations.

1200-1299 Community Services

Services offered to the public such as recreation and family service programs, as well as animal handling and cemetery functions.

1300-1399 Corporate Governance

Governing guidelines for the municipality, such as policies and procedures, boards and committees, legislation and strategic planning.

1400-1499 Emergency & Protective Services

Protective services such as fire and policing.

1500-1599 Environment

Environmental issues such as regulatory reporting, rivers, and chemical and hazardous material handling.

1600-1699 Finance

Financial matters including banking, accounting, budgets, tender process, taxes and grants.

1700-1799 Human Resources

Matters dealing with Personnel, Employment and Human Resources

1800-1899 Information Management

Information services including computer systems, network and web administration, FOIPP and records management.

1900-1999 Land Use Planning

Land Use planning, including subdivisions and new development planning.

2000-2099 Public works/Property Management/Equipment and Vehicles

- *Municipal Infrastructure including water supply and distribution, sewer, wastewater as well as roads and signage.*
- *Maintenance and operation of all facilities and properties owned or leased by the municipality.*
- *Use, service and repair of all equipment and vehicles.*

- 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 the future.
- 3.3 All text contained within the policy, including headings, shall be typed in 11 point font in Calibri style.
- 3.4 Council policies shall contain a statement of purpose that outlines the need for the policy and the Village's overall intent in the area of responsibility covered by the policy.
- 3.5 First section of the policy shall contain any definitions necessary for clarification of contents of the policy. Definitions should only be used for unfamiliar or technical terms and be listed in alphabetical order.
- 3.6 All details of the policy or procedure shall be arranged in such a way that the readers will find it logical and clear the first time they read it.
- 3.7 The end of the policy shall be indicated by a heading stating "End of Policy."

4. The Policy Approval Process

- 4.1 New or revised policies may be developed following the identification of need by Council, Committees, the Law, the Public, the Chief Administrative Officer, Supervisors or Staff.
- 4.2 The new or revised policy is to be first presented to the appropriate Committee for review and discussion, amendment and recommendations to Council for approval.
- 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 Council resolutions) but such changes shall be approved by the Chief Administrative Officer.
- 4.5 The Chief Administrative Officer shall provide for the distribution and maintenance of policy manuals in an electronic format, 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 Village of Cremona. Policy manuals may also contain procedures required to support those policies.

4.7 An electronic copy of the policy manual shall be kept on the Village of Cremona common network drive for easy access.

5. End of Policy

Resolution #

Date Passed:

Effective Date:

Reviewed: February 2014