



TOWN OF HIGH RIVER POLICY

Policy Number:	POL-08-100-00
Policy Name:	Developing Policies and Procedures
Related Procedure Number:	PRO-08-100-01
Related Procedure Name:	Developing Policies and Procedures
Approval Date:	September 22, 2008
Revision Date:	
Policy Category:	Corporate Governance
Responsible Department:	Chief Administrative Officer

1. Policy Statement:

The Town of High River believes that in order to:

- Accomplish its vision;
- Fulfill its legal and statutory requirements;
- Provide employees with clear direction;
- 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;
- Available to all interested parties;

2. Related Information

2.1 AP - Procedure for Developing Policies and Procedures.

3. Definitions

- 3.1 **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.

A Town policy should adhere to the following criteria:

- Enhances and supports the Town's vision.
- Is broad in nature to the organization or a specific department.
- Helps to ensure compliance with laws and statutory requirements.
- Promotes operational efficiency and reduces risk.

3.2 **Procedure** gives directions. 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 procedure may include forms and/or instructions necessary to carry out specific or routine tasks.

A procedure whose responsibility falls solely on a single department requires that departments Director approval, and where there is no Director, requires Manager approval.

A procedure whose responsibility falls on more than one department requires Town Manager approval.


Procedures will be provided to Council for information purposes only, unless the procedure is directly related to Council operation.

4. End of Policy


Approval

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


September 22, 2008 Meeting of Council
Resolution #337/2008



MAYOR/DEPUTY MAYOR



TOWN MANAGER/
DIRECTOR OF LEGISLATIVE AND ADMINISTRATIVE SERVICES



DATE