

Title: CITY POLICY & PROCEDURES		Number: 0001
Reference:	Adopted by City Council Date: May 22, 1984	Supersedes:
Prepared by: FINANCE & ADMINISTRATION DIVISION		

STATEMENT

THE CITY WILL DEVELOP AND IMPLEMENT A STANDARDIZED SYSTEM OF DRAFTING, RECORDING, APPROVING AND DISTRIBUTING CITY POLICIES AND PROCEDURES.

PURPOSE

1. To develop and distribute Policy and Procedure Handbooks in a standardized format in order to provide easy access to policy statements of City Council, and their related procedures, by any person carrying out responsibilities on behalf of the City of Medicine Hat so that the intent of each policy may be known, understood, and implemented correctly and completely.
2. Define "City Policy" as a statement of the City's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas.
3. Define "City Procedures" as instructions to all City officials and employees on how to carry out the intent of City Policy.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 2 of 8

1. DEFINITIONS

1.01 City Policy

A statement of City Council's overall intention in certain areas of its responsibility, for guidance to the City administration when action is being taken in those areas. (See Attachment 4.01).

1.02 City Procedures

Instructions, prepared in the standard City Procedure format, adopted by the Board of Commissioners, and issued to City employees in order to carry out the intent of a City Policy. (See Attachment 4.02).

1.03 Co-ordinator

A member of the City staff designated by the Board of Commissioners as responsible for carrying out the functions of Co-ordinator, City Policy and Procedures.

1.04 Separate City Procedure Manuals

Detailed instructions authorized by a Commissioner and prepared by the responsible departments in the same standard format, with the addition of a "SEPARATE PROCEDURE MANUAL" Heading and a box for the department below the page number at the top right corner (See Attachment 4.03). Authority will be that of the Responsible Managers. Distributed and updated by the Managers. In these cases a very brief City Procedure will be prepared by the Co-ordinator, City Policy & Procedures, for inclusion in the City Policy Manual. The Co-ordinator will complete the "Responsibilities" section and, in Section 3, "Procedures" state, "The detailed procedures to implement this policy are contained in the separate Procedure Manual, available from the Responsible Department". (See Attachment 4.02(a) for example).

1.05 Departmental Instructions

Detailed instructions authorized by a Manager and normally compiled into a Departmental Instruction Manual, directed to employees in the Department, which implement Departmental or Manager responsibilities relating to City Policy and Procedures. (Example format Attachment 4.04). Distinctive coloured stock may be used if desire.

1.06 Responsible Department

The Department with primary responsibility for the preparation of a Policy or amendments thereto.

2. RESPONSIBILITIES

2.01 City Council

(a) To set City Policy.

2.02 Board of Commissioners

(a) Recommend new Council Policies or amendments to existing Council Policies, to standing committees and/or City Council for consideration and approval.

(b) Review and adopt City Procedures, which implement Council Policies.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 3 of 8

2.03 Commissioners

- (a) Direct the preparation of draft Policy and Procedures when the need is recognized.
- (b) Review final draft Policy and Procedures recommended by Departments in their divisions.
- (c) When satisfied, forward proposed Policy Statements and Procedures to the Board of Commissioners for review.
- (d) Recommend same to their standing Committees for consideration and adoption by City Council.
- (e) When satisfied, recommend City procedures to the Board of Commissioners for consideration and adoption.
- (f) Assign a specific individual in each department, as the primary departmental contact for all matters relating to the City Policy and Procedures program.

2.04 Commissioner of Corporate Services

- (a) Administer this policy and direct the activities of the employee designated as Co-ordinator, City Policy and Procedures.
- (b) As Vice Chairman of the Board of Commissioners, certify the original of a City Policy and Procedures statement which has been adopted or amended by City Council or the Board of Commissioners.

2.05 Co-ordinator, City Policy and Procedures

To undertake the following responsibilities in establishing and maintaining a Policy and Procedures Program for the City of Medicine Hat:

- (a) Establish guidelines for the form and content for City Policies and City Procedures as defined in 1.01 and 1.02 above.
- (b) Provide assistance or advice to Departments in the development, amendment or updating of City Policies, Procedures, and Departmental Instructions.
- (c) Receive a copy of new or amended Policies and Procedures from the responsible department.
- (d) Periodically review and audit all policies and procedures in the manual to assure that they are current and applicable, advising the responsible manager when the need for amendment is recognized.
- (e) Establish, maintain and control the numbering, indexing and distribution systems for City Policies and Procedures.
- (f) Distribute to the Office of the President of each Union under agreement with the City, a copy of all Personnel Policies and any additions or amendments thereto.

2.06 City Departments

- (a) Prepare proposed policies and procedures, and amendments to existing policies and procedures, when they recognize such a need, in accordance with the specification and formats prescribed herein.
- (b) Circulate and co-ordinate proposed new or amended policies and procedures, with all affected departments for their input and concurrence.
- (c) Forward the proposed Policy and Procedure to the Co-ordinator, City Policies and Procedures, for review of the form and content for compliance with existing City Policies and for assignment of a number to the new policy.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 4 of 8

- (d) Following this review, prepare the proposal in recommended final form with a memo of conveyance to the responsible Commissioner, justifying the need of the new policy or the amendment.

NOTE: In the case of an amendment, present the existing section or wording, together with the proposed wording, to permit ease of consideration of the changes by the Commissioner and the Board of Commissioners.

- (e) When preparing Departmental Instructions for implementation within their own department, review them with the Co-ordinator, City Policies and Procedures for the purpose of standardization and compliance with applicable City Policies.

2.07 Managers

- (a) Ensure that, when preparing draft, new or amended Policies and Procedures, the following reviews are undertaken:
- (1) by the Responsible Commissioner,
 - (2) by all affected departments,
 - (3) by the Co-ordinator, City Policies and Procedures, and
 - (4) if any comments or suggested changes, received as a result of the foregoing reviews, are not agreed to, the matter(s) at issue will be noted in the report, when the final draft is submitted for adoption.
- (b) Prepare draft Policies and Procedures in standard format when the need is recognized or when directed to do so by their Commissioner.
- (c) Periodically review Policies and Procedures for which their department is responsible and prepare amendments when the need is recognized.
- (d) Prepare and distribute Departmental Instructions following consultation with the Co-ordinator on format and compliance with existing policy.

2.08 City Clerk

- (a) Advise the Co-ordinator, City Policies and Procedures, of Council decisions which are to be adapted to the standard Policy and Procedure format.
- (b) Certify the original of a City Policy after it has been formally adopted or amended by City Council or, in the case of adaptation of a previous Council decision to standard format, after it has been approved by Board of Commissioners.
- (c) Relay comments by the Board of Commissioners and/or City Council to the responsible department for incorporation into a revised final draft, and to the Co-ordinator, Policy and Procedures.

3. PROCEDURES

COMPLETING POLICY FORMS (See Attachment 4.01)

3.01 The standard City Policy Form, (see Attachment 4.01) is to be used and will be completed as follows:

- (a) Number - the number of the policy will be assigned by the Co-ordinator, City Policies and Procedures according to the category of the policy - i.e.
- (1) General Policies 0001 - 4999
 - (2) Personnel Policies 5000 - 10000
- (b) Reference - if the policy relates to an act, by-law, resolution, or motion, etc., refer to it here with date if applicable.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 5 of 8

- (c) Adopted by - the date is inserted when it is adopted and becomes the effective date, when initialled by the City Clerk and the Vice Chairman of the Board of Commissioners.
- (d) Supersedes - the number and adopted date of the policy being amended, if applicable.

3.02 Title

To be typed in capital letters.

This is the name of the policy and will identify the policy for indexing. It should be simple and express the way the policy will usually be referred to or asked for.

3.03 Policy Statement

To be typed in capital letters.

- (a) Definition - a policy is a statement of the City's overall intention in certain areas of its responsibility for guidance when action is being taken in those areas.
- (b) If the policy statement being considered does not fit this description of overall intention, perhaps it is to be regarded as a procedure for a policy. If there is no overall guide existing in the form of policy statement, one should be written.

3.04 Purpose of the Policy

This should briefly explain why the policy is necessary and what it is intended to do, with any definitions needed to clarify the policy statement.

3.05 Be sure the Policy does not contravene an existing act, etc.

3.06 Form, Content, and Numbering

The Co-ordinator, City Policy and Procedures will advise on the form and the wording, and will assign a number to the policy.

3.07 Submission

The completed policy will be forwarded through the office of the responsible Commissioner for his consideration, and subsequent defence, explanation and elaboration before Council or standing committee of Council.

3.08 Adoption

If the adopting body agrees with the intent of the policy, it will be adopted and the date will be entered and initialled. (Sec. 3.01 c). If the adopting body does not concur with the policy in its submitted form, they will either amend it or give direction on the intent they wish to be incorporated, and return it for amendment before further consideration is given.

3.09 Indexing

With the date of adoption added, (the effective date), the policy will then be included in the index of City Policies. Using the title of the policy, each subject word will in turn be placed in the first position alphabetically followed by the number and the full title. This gives the ability to index each word in the title and relate it to the policy and the policy number. The policies will be placed in the manuals in ascending numerical order to that category.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 6 of 8

- 3.10 Copying
Sufficient copies of the adopted policy will be printed for distribution to all holders of manuals by the Co-ordinator, City Policy and Procedures.
- 3.11 Transmittal Notice
The next numbered transmittal notice will be prepared and used as a conveyance to mail out the copies of the policy to holders of manuals, with a new index if necessary.
- 3.12 Acknowledging Receipt
On receipt of the transmittal notice with the new policy, the employee responsible for maintaining a manual will insert the new policy in the manual and will initial and date the "Record of Revisions and Additions" page, for that transmittal notice number, at the beginning of the manual, sign and return the notice to the Co-ordinator of City Policies.

COMPLETING PROCEDURES FORMS (See Attachment 4.02)

- 3.13 The Authority of the department head, the Commissioner, or the Board of Commissioners in certain cases, is required for procedures - the name and title will be shown on the first page only.
- 3.14 The Effective Date is the date from which the procedures are approved by the Commissioner or Board of Commissioners - it will be on each page.
- 3.15 The Policy Number will be that of the City Policy for which the procedures are authorized - it will be on each page.
- 3.16 The Title will be the same title as the City Policy - it will be on each page.
- 3.17 A short Subject may then explain briefly and simply what the procedures give instructions about, i.e., how to do something - it will be only on the first page.
- 3.18 The Procedures will be organized in four sections as follows:
1. Definitions
These will cover terms of concepts which should be clarified by distinct departments, branches, or employees, this section will define lines of demarcation.
 2. Responsibility
Since many procedures will entail co-ordinated activity by distinct departments, branches, or employees, this section will define lines of demarcation.
 3. Procedure
The particular course of action or the ways the actions must be carried out. Show what is to be done, who performs the actions in the logical order and provide either a broad description of the sequence and/or a flow chart of actions which must take place. The contents of the procedure may be suitably indexed at the beginning.
 4. Appendix
Attached examples, forms, etc. Each showing the policy number under the attachment number, will be listed here.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 7 of 8

3.19 Numbering of Procedures (See Attachment 4.02)

(a) Sections

Each section title or heading shall be numbered in sequence starting with number '1'. The number shall be followed by a period and then by the title of the section, (3.18 above). The first digit shall be typed starting at the left margin, (8 typed spaces, from the left hand edge of the paper).

(b) Subsections

(1) Title of headings of sub-sections shall not be numbered.

(2) Each paragraph in a section or sub-section shall be numbered in sequence starting with number '1' which shall be prefixed by the section number. e.g. 2.01, 2.02, etc. The first digit of the number shall be typed starting 4 spaces in from the left margin, (12 typed spaces, from the left hand edge of the paper).

(c) Sub-sub-sections

Titles or points listed in a sub-sub-section shall be numbered by small letters of the alphabet starting with 'a'. The letters shall be placed in brackets with the first bracket 11 spaces from the left hand margin (19 typed spaces, from the left hand edge of the paper).

(d) Minor Points

Any minor points under a sub-sub-section shall be numbered in sequence starting with number '1', e.g. 1, 2, 3, etc. The number shall be 16 spaces from the left hand margin (24 typed spaces, from the left hand edge of the paper).

3.20 Detail of Procedures

(a) The steps to be followed should be written so that a new employee could carry them out correctly.

(b) Any forms to be used should be listed and described with information on filling them out including signing authorities.

(c) Time limits, dates, specifications, measures, etc., should all be spelled out in the procedures.

(d) The procedure should designate who is responsible for carrying out the procedures, leaving no doubt whenever more than one employee or department could be involved at different stages.

3.21 Relate to Policy

Always ensure that the procedures satisfy the intent of the policy statement which they are designated to implement.

Policy 0001 – City Policy & Procedures		PROCEDURE
Authority:	Effective Date: May 22, 1984	Page 8 of 8

4. ATTACHMENTS

- 4.01 City Policy Form
- 4.02 City Procedure Form
- 4.02a Example indicating that there is a separate detailed City Procedure Manual
- 4.03 Separate Procedure Manual Form
- 4.04 Departmental Instructions Form
- 4.05 Transmittal Notice
- 4.06 Record of Revision sheet



city of
MEDICINE HAT

POLICY

		NUMBER 0001
REFERENCE UPPER CASE	ADOPTED BY UPPER CASE (inserted after adoption)	SUPERSEDES NEW (or date)
PREPARED BY: UPPER CASE	DATE	

TITLE –

CAPITILIZED AND CENTERED

POLICY STATEMENT *

CAPITILIZED

1.

2.

(IF MORE THAN ONE PART, NUMBER EACH PART)

THE PURPOSE OF THIS POLICY IS TO :-
(In Lower Case)

Define " _____ " - (define any terms in the Policy Statement which
require clarifying.)

**PROCEDURE**

ATTACHMENT II

AUTHORITY	EFFECTIVE DATE	CITY POLICY NUMBER
		PAGE
TITLE ACCOUNTING ADMINISTRATION		

Subject: (Outline of Sections for a City Procedure)

1. DEFINITIONS

1.01

1.02

(a)

(b)

(1)

(2)

2. RESPONSIBILITIES

2.01 City Council

2.02 Board of Commissioners

2.03 Chief Commissioner

2.04 Individual Commissioners

2.05 City Clerk (as applicable)

2.06 Board of Commissioners Secretary

2.07 Department Heads

2.08 Employees

3. PROCEDURES

3.01

3.02

4. ATTACHMENTS

Attachment I

(Titles)

Attachment II



(Brief City Procedure included in the Policy Manual
when a separate detailed Procedure Manual is prepared)
(See Section 3 below)

PROCEDURE

ATTACHMENT II (a)

AUTHORITY	EFFECTIVE DATE	CITY POLICY NUMBER
		PAGE
TITLE ACCOUNTING ADMINISTRATION		

Subject: (Outline of Sections for a City Procedure)

1. DEFINITIONS

1.01

1.02

(a)

(b)

(1)

(2)

2. RESPONSIBILITIES

2.01 City Council

2.02 Board of Commissioners

2.03 Chief Commissioner

2.04 Individual Commissioners

2.05 City Clerk (as applicable)

2.06 Board of Commissioners Secretary

2.07 Department Heads

2.08 Employees

3. PROCEDURES

The detailed procedures and instructions to implement this policy are contained in the "Accounting Procedure Manual" available from the Finance Department.

4. ATTACHMENTS

Attachment I

(Titles)

Attachment II

R E C O R D O F R E V I S I O N S H E E T

CITY OF MEDICINE HAT, POLICY AND PROCEDURE MANUAL

ASSIGNED TO:							
RESPONSIBILITY OF:						MANUAL NUMBER -	
If title of <u>position</u> responsible for making revisions is changed, inform the Co-ordinator of City Policies of the new title.							
Record of Receipt of Transmittal notices for revisions and additions.							
Notice Number	Date Inserted	By	Policy # Affected	Notice Number	Date Inserted	By	Policy # Affected
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

If your latest number indicates you have missed a notice, obtain a copy from the Co-ordinator of City Policies.



Policy #0001
 Attachment IV
 (Sample Form)

DEPARTMENTAL INSTRUCTIONS

AUTHORITY	EFFECTIVE DATE	CITY POLICY NUMBER
TITLE	NAME OF DEPARTMENT	
		PAGE

CITY OF MEDICINE HAT
POLICY AND PROCEDURE MANUAL

TRANSMITTAL NOTICE #

MEMORANDUM:

ATTACHMENT V

POLICY MANUAL REVISIONS AND ADDITIONS

To update Manual # _____, please carry out the following: record on the "Record of Revision Sheet", at the beginning of Volume I against "Notice Number _____", the date, your initials and "All" under "Policy # Affected". Make the following removals and insertions:

REMOVE AND DESTROY

INSERT IN ITS PLACE

--	--

INSERT IN NUMERICAL ORDER THE FOLLOWING NEW POLICIES

Co-ordinator of City Policies & Procedures

Please sign () below when the revisions have been made and return this Transmittal Notice # to _____.

Revisions Made by : (X) _____

(have you completed line # _____ - "Record of Revision Sheet")

DATE: _____

R E C O R D O F R E V I S I O N S H E E T

CITY OF MEDICINE HAT, POLICY AND PROCEDURE MANUAL

ASSIGNED TO:							
RESPONSIBILITY OF: MANUAL NUMBER -							
If title of <u>position</u> responsible for making revisions is changed, inform the Co-ordinator of City Policies of the new title.							
Record of Receipt of Transmittal notices for revisions and additions.							
Notice Number	Date Inserted	By	Policy # Affected	Notice Number	Date Inserted	By	Policy # Affected
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

If your latest number indicates you have missed a notice, obtain a copy from the Co-ordinator of City Policies.