



TOWN POLICY

POLICY NUMBER: 1201-01

REFERENCE:
Council

ADOPTED BY:
Town Council
20 November 1996

PREPARED BY: Administration

DATE: 20 November 1996

TITLE: **Policy Formatting Procedure**

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1. A policy will be introduced with a heading which contains a title and identifying information to distinguish that particular policy.
 - 1.1 The title will contain the name of the policy, and will identify the policy for indexing.
 - 1.2 Approval by refers to the source of approval, which is Council.
 - 1.3 The Reference Number contains the motion number of Council's approval of the policy, and the month and year when it took place (i.e. 18.01.88).
 - 1.4 The Date stated is the date on which the policy was originally adopted by Council.
 - 1.5 The Policy Number of a new policy will be assigned by the Town Manager subsequent to the policy being approved. The numbering will be determined as follows:

Classification - identifies the type of policy that it is (i.e., General Government Services - 1000)

Category - assigns a specifically defined division to the policy (i.e., General Administration - 1200)

Subject - allows for a breakdown of topics within the category (i.e., Policy and Procedures Standards - 1201)

1.6 The Revision Date is the date on which a revision to a policy was approved by Council.

2. The format of the policy will follow a standard procedure:

2.1 The Policy Statement will contain a statement of the Town's overall intent in a certain area of responsibility and will start with the words "The Town of Strathmore will ..."

2.2 The first section of the policy will contain any definitions necessary for clarification of the contents of the policy. Council will be defined in each policy.

2.3 The second section of the policy shall contain the detailed breakdown of responsibilities for all aspects of the policy, and will be defined in order of organizational authority.

2.4 The remaining sections of the policy will address specific topics associated with the policy. They provide a broad description of the sequence of actions which must take place.

2.5 The final heading will show "End of Policy".

3. Each page shall contain an identifier located on the top left/right-hand corner of the page (even-odd headers), which states the policy number, the Date, and the Page Number.

4. The format use is known as “outline” or “point form”.
 - 4.1 It is used to facilitate ease of reading and uniformity of appearance.

 - 4.2 The Arabic System is used in numbering the sections and subsections (i.e., Section 4, Subsection 4.1, subsection 4.1.1)

5. Use of flow charts and diagrams is encouraged and should be used:
 - 5.1 To provide procedural diagrams of the sequence of operations.

 - 5.2 To illustrate clearly the steps of action, or procedures followed.

6. Standards have been developed to provide consistency in packaging of the policy and procedures manual. The manual is contained in high quality, three (3) ring binder. Spine labels and front cover labels, in the Town colors or forest green printing on ivory background, are inserted. These labels contain the Town logo, the Town name, “Town of Strathmore”, and the manual title, “Policy and Procedure Manual”.

7. Appendices and schedules are used as reference in providing:
 - 7.1 Samples of forms, procedural plans, etc., referenced in the policies.

 - 7.2 Each attachment will show the policy name and number, and the date above the appendix number or schedule identification, at the top left/right-hand corner of each page (even/odd headers).

