



# TOWN POLICY

**POLICY NUMBER:** 1201-04

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**REFERENCE:**  
Council

**ADOPTED BY:**  
Town Council  
20 November 1996

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**PREPARED BY:** Administration

**DATE:** 20 November 1996

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**TITLE:** Maintenance and Distribution Procedure

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1. Proposed policies are submitted by departments, to the Town Manager (or initiated by the Town Manager), following approval of Council to proceed with developing the policy. Formal policies are normally a result of a previously written report which has gone forward and been reviewed and approved by Council, and recommended for development. Review and circulation is in accordance with the Policy.
2. The Town Manager, or initiating department head, formalizes a covering agenda sheet, or report, to introduce the policy and includes the policy on Council agenda for review and approval.
3. Upon approval of the policy, it is assigned a policy number and a manual file is created to build the history of the policy. A copy of the policy is placed in the file.
4. The final copy of the policy is printed, incorporating any revisions, set for photocopying, and distributed along with any other changes ready for distribution. The associated transmittal advice is included with the revisions.

5. There is one (1) person designated as responsible for updating the policy manual and all updates are distributed directly to this individual. They are responsible for filing the revisions into the policy manuals and for removing and destroying any outdated information.
6. The Town Manager is responsible for maintaining a file, referred to as the central registry, of all policy and procedure manuals. This central registry contains an index, identifying each manual in existence by name and number.
7. Distribution of policy manuals and updates is the responsibility of the Town Manager.
8. A detailed distribution list is prepared by the Town Manager and is attached to this procedure.
9. Each time revisions are made, a transmittal advice is prepared and forwarded with the updates to the manual holders. The transmittal advice is prepared by the Town Manager.
10. The transmittal advice is used to outline what revisions are included. When policies change, only those pages affected are circulated as revisions.
11. The Record of Revisions form is included in each policy manual. It is the owner's responsibility to update this form each time an update is received and filed. By comparing this form against the master maintained by the Town Manager it is a simple task to identify any updates that may have been missed. New forms are sent out to each manual holder as needed.
12. The Town Manager will assume responsibility for all word processing and for developing computer backup, labeling and filing procedures.