



# TOWN POLICY

**POLICY NUMBER:** 1201-06

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**REFERENCE:**  
Council

**ADOPTED BY:**  
Town Council  
20 May 1988

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**PREPARED BY:** Administration

**DATE:** 20 May 1988

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**TITLE:** Policy Development Procedure

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1. An outline will be compiled to determine in which areas policy direction is needed (i.e., financial management, employee relations, land transactions, etc.).
  
2. The names of particular policies covering specific areas of need are compiled, and listed under one of the three following headings (Appendix I):
  - 2.1 Policies are drawn up but not in format, and those of high priority.
  
  - 2.2 New policies needed by priority.
  
  - 2.3 Future policies to develop, not of immediate priority.
  
3. The list of policies is subject to review and update at any time, where the addition of any particular policies is necessary, and requested by Council or Town Manager.

4. All policies are drawn up under the direction of the Town Manager and Council, as required by priority, and to comply with the necessity for conducting negotiations, to provide guidance, or to facilitate decision making in some area of the Town's jurisdiction.
5. The policy list will be kept up to date by the Town Manager, with approved policies being deleted from the list as they are numbered and inserted in the Policy Manual.
6. The list of tentative policies will be reviewed by Council on a quarterly basis so as to provide them with an update on progress acquired, and to allow for direction in other areas of Administration.

TOWN OF STRATHMORE  
POLICY COMPLETION PROCEDURE  
LIST OF POLICIES FOR DEVELOPMENT

APPENDIX I

GROUP ONE: Policies Written, but not in Format or Reviewed.

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A. Personnel

1. Establishment of New Positions
2. Management Benefit Policy
3. Non-Management Benefit Policy
4. Disciplinary Policy
5. Overtime/Coffee Breaks

B. Financial

1. Receiving and Depositing Monies
2. Accounts Payable
3. Collection of Accounts
4. Bank Accounts Policy

C. Administration

1. Answers to Inquiries and Reports to Council and Standing Committees

D. Environmental Development

1. Street Naming and Numbering
2. Standard Developers Agreement

E. Environmental Treatment

1. Use of Town Vehicles
2. Basement Flooding
3. Adjustment of Water and Sewer Charges

GROUP TWO: New Policies

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A. Administration

1. Confidentiality of Information
2. Agenda Preparation and Format
3. Annual Meeting of Ratepayers
4. Report Preparation and Format
5. Tax Notification
6. Safety Standards

B. Human Resources

1. Hiring Process/Orientation
2. Job Description Standards
3. Organization of Administration Positions
4. Leave of Absence
5. Overtime

6. Pension Plan
7. Vacation Leave
8. Standards of Conduct/ Dress Policy
9. Conditions of Employment

C. Finance

1. Personnel and Payroll Records
2. Purchasing and Tendering

D. Other

1. User Fee Policy

GROUP THREE: Future Policies

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1. Donation Policy
2. Water Shut Off Procedure
3. Cemetery Administration
4. Encroachments
5. Flag Lowering Policy
6. Use of Town Equipment and Facilities
7. Use of Community Facility
8. Professional Development
9. Hospitality/Protocol
10. Land Lease Agreements