

City of Prince Albert Statement of POLICY and PROCEDURE			
Department:	City Manager	Policy No.	01
Section:		Issued:	March 15, 2007
Subject:	Policy Approval for Policy & Procedure	Effective:	April 23, 2007
Council Resolution # and Date:	Council Resolution No. 0239 of April 23, 2007	Page:	1 of 5
		Replaces:	
Issued by:	Lorri Wiberg, Special Projects Manager	Dated:	
Approved by:	Roman Martiuk, City Manager		

1 POLICY

- 1.01 That the attached *City of Prince Albert Statement of Policy and Procedure* template be utilized as the standardized format for all City policies and procedures.
- 1.02 That authority be assigned to the City Manager, or his designate, to approve “procedural” changes within each of the approved policies of Council.
- 1.03 That the City Manager be responsible to ensure all City of Prince Albert Policies and Procedures are adhered to.

2 PURPOSE

The purpose of this Statement of Policy and Procedure is to ensure individuals responsible for developing Statements of Policy and Procedure use the identical format so that the document may be readily identifiable by users as a document which governs the administrative practices of the City of Prince Albert.

- 2.01 Standard format for policies and procedures would ensure consistency throughout all city departments.
 - 2.02 Guidelines would be prepared explaining expected practice in the proper writing of a City of Prince Albert policy and procedure document.
 - 2.03 Guidelines would be prepared explaining the distinction between the policy and procedure of the document.
 - 2.04 All policies would be centrally filed on the City of Prince Albert Intranet, following approval of City Council, allowing all city employees and city councilors full access.
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Council Resolution # and Date:	Council Resolution No. 0239 of April 23, 2007	Page:	2 of 5
		Replaces:	
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2.05 Public accessibility to key policies would be available on City of Prince Albert's website.

2.06 Procedure would be prepared explaining how new and revised policy would be implemented.

3 SCOPE

3.01 The standardized template entitled Statement of Policy and Procedure would be utilized by all City of Prince Albert departments, with the exception of the Prince Albert Police Service.

4 RESPONSIBILITY

4.01 The office of the City Clerk would be responsible to maintain proper records of all policies approved by the City of Prince Albert.

4.02 The City Manager, or his designate, would be responsible to authorize "procedural" changes for all policies approved by City Council.

4.03 The City Manager would be responsible to ensure all City of Prince Albert policies and procedures are adhered to.

5 DEFINITIONS

5.01 **POLICY:** A policy is a guiding principle that governs the administration of the City of Prince Albert, reflecting the vision, goals and objectives of the City. Policies reflect service level (budget) and/or key terms of service. City Council approves and defines all policies.

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Council Resolution # and Date:	Council Resolution No. 0239 of April 23, 2007	Page:	3 of 5
		Replaces:	
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5.02 **PROCEDURE:** A procedure is an approved process to enforce or administer rules established by policy or bylaw. Procedure outlines a logical process for administrative staff to follow. The City Manager, or designate, is assigned authority to approve “procedural” changes within each of approved policies of Council.

5.03 **BYLAW:** Bylaws are laws of the municipality set to govern the internal affairs and management of an organization. Bylaws are upheld to protect a citizen’s health, safety and peace in a community. Section 8 of the “Cities Act” gives City Council the general power to pass bylaws addressing regulated areas of jurisdiction.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

6.01 This reflects previously related policies and procedures relating to this current policy being forwarded to City Council for consideration.

7 PROCEDURE

The procedure is an approved process to enforce or administer rules established by policy or bylaw. Procedure outlines a logical process for administrative staff to follow. The City Manager, or designate, is assigned authority to approve “procedural” changes within each of approved policies of Council.

7.01 Specific details with respect to how the completion of the policy would be implemented.

7.02 The office of the City Clerk would be responsible to enter the Council Resolution Number and date approved on the Statement of Policy and Procedure, following approval of City Council.

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Council Resolution # and Date:	Council Resolution No. 0239 of April 23, 2007	Page:	4 of 5
		Replaces:	
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- 7.03 The office of the City Clerk would be responsible to have new or revised policies placed on the City of Prince Albert Intranet site, following the approval of City Council.
- 7.04 The department responsible for the writing the policy would contact the City Clerk's office to obtain the Policy Number, prior to the policy being submitted to City Council for consideration.
- 7.05 Department - The department responsible for the writing of the policy.
- 7.06 Section - The division within the department responsible for the policy.
- 7.07 Subject - Brief description of what the policy pertains to.
- 7.08 Council Resolution # and Date - This is the resolution number and date of the City Council meeting which is assigned by the City Clerks department once approved by City Council.
- 7.09 Issued by - Author of the policy document.
- 7.10 Approved by - The name of the department head responsible for the policy.
- 7.11 Policy No. - City Clerks office will assign this Policy Number to the document prior to being submitted to City Council.
- 7.12 Issued - Date the policy was initially written.
- 7.13 Effective - Date the policy becomes effective as noted by approval of City Council.
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		Replaces:	
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7.14 Page - Page number of the policy document.

7.15 Replaces - The file number of the policy and procedure being replaced.

7.16 Dated - The date the policy was previously approved by Council.