



# Town of St. Paul Policy

<b>Policy No.:</b>	<b>1300-01</b>
<b>Policy Title:</b>	<b>Developing Policies and Procedures</b>
<b>Resolution No.:</b>	<b>#CM20160425.1006</b>
<b>Approval Date:</b>	<b>April 25, 2016</b>
<b>Revision Date:</b>	<b>April 2019</b>
<b>Responsible Department:</b>	<b>Corporate Governance</b>

## Policy Statement

Council policies are statements from Council governing duties or standards of performance imposed by the Town or legislation.

### 1. Reason for Policy

- 1.1 Policies will address recurring issues providing guidelines or boundaries and setting the means for achieving obligations.

### 2. Related Information

- 2.1 Reference Manual for Developing Policies and Procedures (Appendix A).

### 3. Definitions

- 3.1 Policy is a guide for decision-making and is accompanied by procedures. The function of a policy is to ensure that decisions and actions are being undertaken in a consistent manner throughout the organization.
- 3.2 Procedure is a guide for *doing*. A procedure outlines the means in which Town employees are to carry out a particular policy. A procedure requires Chief Administrative Officer approval.
- 3.3 Responsible Department means the office or department that will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, issuance and timely updating.

### 4. Responsibilities

- 4.1 Town Council to:
  - 4.1.1 Approve by resolution this policy and any amendments.
  - 4.1.2 Consider the allocation of resources for successful

implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

4.2.1 Implement this policy and approve procedures.

4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:

4.3.1 Ensure implementation of this policy and procedure.

4.3.2 Ensure that this policy and procedure is reviewed every three years.

4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Supervisor to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

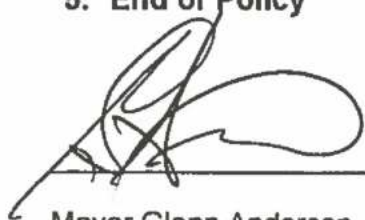
4.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

4.6 Human Resources Coordinator to:

4.6.1 Ensure implementation of this policy and related procedures.

## 5. End of Policy

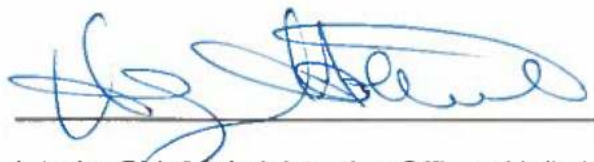


---

Mayor Glenn Andersen

May 11/16

Date



---

Interim Chief Administrative Officer: Holly Habiak

05/11/16

Date