

**Purpose:**

- 1 To establish guidelines for the preparation and approval of new and amended Corporate Administrative Policies (CA) and Corporate Administrative Procedures (CP).

**Policy Statement:**

- 2 CAs and CPs are approved by the City Manager and apply to a minimum of two departments.
- 3 CAs and CPs are drafted in the required format as per the templates available on the Bridge (<http://thebridge.reddeer.ca/city-business/policies--procedures/write-a-new-policy-or-procedure/templates>).
- 4 Department Heads receive approval for the new or amended CA or CP from their General Manager.
- 5 Any proposed CA or CP directly affecting a specific department(s) is circulated to that department head for review and input.
- 6 The Policy Analyst is engaged early in the development process to ensure consistency with Corporate standards and to provide assistance in the development of the CA or CP.
- 7 Legislative Services provides a final review of all CAs and CPs before forwarding them to the City Manager for approval.
- 8 Department Heads ensure all employees within their department are familiar with and understand all applicable CAs and CPs.
- 9 Legislative Services maintains an inventory of and the original signed copy (including related documentation) of all C's and CPs.

**Definitions:**

- 10 Policy/Procedure: For the purpose of this document, policy and/or procedure refer to Corporate Administrative policies and/or procedures, excluding Council and Department Administrative policies and/or procedures.
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**Scope/Application:**

- 1 This policy applies to all City employees.

**Authority/Responsibility to Implement:**

- I Legislative Services Manager

**Inquiries/Contact Person:**

- I Policy Analyst, Legislative Services

**Policy Monitoring and Evaluation:**

- I This policy will be evaluated every three years and/or amended as required.

**Document History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: January 2001	"Norbert Van Wyk"	City Manager
Revised: March 21, 2017	"Craig Curtis"	City Manager
Revised: July 13, 2020	"Allan Seabrooke"	City Manager