



Procedures

Rationale

Procedures establish specific regulations that expand on policy. They direct Executive Committee, the General Manager, and full- and part-time staff in the implementation of processes and practices mandated by the expectations of policy.

Definitions

Regulations

Procedure Drafting and Approval

- 1** The members of Executive Committee, the General Manager, and the full- and part-time staff have the authority to draft procedures.
- 2** Executive Committee has the authority to approve draft procedures.
- 3** Executive Committee ensures that all procedures:
 - 3.1** agree with bylaws and policy, the strategic plan, and the mission and vision statements;
 - 3.2** are created in consultation with the persons to whom they apply;
 - 3.3** set out specific regulations that apply the broader expectations of policy to current SAMU processes and practices;
 - 3.4** are formatted in a clean, orderly manner, using simple language and correct grammar; and
 - 3.5** adhere to the format given in "Procedure Structure".

Procedure Structure

- 4** In the order given here, procedures consist of the following:
 - 4.1** a title appropriate to the subject of the procedure as a whole;
 - 4.2** a section titled "Rationale", which identifies the precedent or the reason for the procedure's creation and lists the issues that the procedure addresses;
 - 4.3** a section titled "Definitions", which identifies and provides definitions for terms specific to the procedure; and
 - 4.4** a section titled "Regulations", which identifies the persons responsible for the procedure, any limitations on its scope, and specific regulations concerning the application of the procedure.



5 The “Definitions” section is arranged alphabetically, according to the terms defined within it. Terms are defined in full sentences and the terms themselves are rendered in bold.

6 If the broader subject of the procedure contains secondary subjects, “Regulations” will be further divided into subsections that treat on those secondary subjects individually.

7 A fact sheet accompanies the procedure and contains:

7.1 the dates of the procedure’s first and most recent approvals;

7.2 the date of the last review;

7.3 citation of the procedure’s source materials, if known;

7.4 citation of documents and forms related to the procedure, if there are any;

7.5 a record of significant revisions made to the procedure, including its appendixes, together with the motion reference numbers that approved those revisions; and

7.6 date of retirement, if applicable, together with the motion reference number that approved its retirement.

8 The procedure contains a footer on each page that gives the title of the procedure and the number of the page on which the footer appears.

9 In addition to the items listed above, procedures may also contain appendixes for content which, though valid as supplementary information, is either exceedingly lengthy or structured in such a way that it cannot be made to fit the format of “Regulations”.

10 Appendixes appear after “Regulations” but before the fact sheet.

Procedure Review and Expiry

11 Procedures are reviewed annually.

12 Executive Committee may amend procedures.

12.1 If a procedure requires an amendment process other than a simple majority vote at a meeting of Executive Committee, that process will be included in the “Regulations” of that procedure.

13 Following consultation with the persons to whom a procedure applies, Executive Committee may retire a procedure, thus rendering it expired and no longer in force. A procedure remains in force until it is retired.



Fact Sheet

Approvals:

First Approval – September 10, 2013

Last Approval – June 16, 2021

Date of Last Review: June 16, 2021

Source and Updates:

September 10, 2013: *Procedures* approved by Executive Committee motion E2013-09-10-3 upon recommendation of the Procedure Review Ad Hoc Committee. *Procedures* adapted from *Policies*.

August 19, 2020: *Procedures* approved by Executive Committee motion E2020-08-19-3 on the recommendation of the Procedure Sub-Committee. Changed “Related Forms” to “Related Documents” and add the requirement of a ‘review by’ date to be included on the Fact Sheet.

June 16, 2021: *Procedures* approved by Executive Committee motion E2021-06-16-5. Minor changes to mimic format of the Policies policy.

Related Documents and Forms: