

Council Policy

Policy Title: **Council Policy Program**
Policy Number: **CC046**
Report Number:
Adopted by/Date:
Effective Date:
Last Amended: **N/A**
Policy Owner: **City Clerk's Office**

1. POLICY STATEMENT

- 1.1 The City of Calgary Council (Council) adopts Council policies to promote good governance and ensure a consistent and transparent provision and operation of services, programs, and facilities that are either necessary or desirable for The City of Calgary.
- 1.2 The City Clerk's Office is responsible for the administration and management of the Council Policy Program.
- 1.3 Council policies must be developed, amended, approved, maintained, reviewed, and rescinded in accordance with the procedures established in this Council policy.
- 1.4 Council policies must be available to Council, City Administration, and the general public to promote accountability, transparency, and openness.

2. PURPOSE

- 2.1 This Council policy establishes procedures for:
 - 2.1.1 developing, amending, approving, publishing, maintaining and rescinding Council policies; and
 - 2.1.2 a formal review of existing Council policies.

3. DEFINITIONS

- 3.1 In this Council policy:
 - a. **"Administration Policy" means a written policy that has been approved by the Administration Leadership Team, focuses on the internal workings of**

The City as a corporation, primarily impacts and addresses City employees and contractors. It states the minimum standards employees must follow;

- b. "Administrative Leadership Team" means the most senior group of The City of Calgary Administrative officials;
- c. "Amending" means a substantive change to an existing Council policy that alters the meaning of any or all of the Council policy statement, purpose, applicability, responsibility or procedures;
- d. "Council policy" means a written policy that has been adopted by Council and provides strategic direction on governance, programs and services provided by The City of Calgary;
- e. "Council Policy Library" means an on-line repository of Council policies adopted by Council;
- f. "Policy Owner" means The City of Calgary Business Unit primarily responsible for the development, maintenance, and review of a Council policy. For the purpose of administering this Council policy, Policy Owner also means the Office of the Mayor, Office of the Councillors and the City Auditor; and
- g. "Rescinding" means to withdraw an existing Council policy in its entirety that is outdated, superseded by a new Council policy, or has been combined with another Council policy.

4. APPLICABILITY

4.1 This Council policy:

- 4.1.1 Applies to all Council policies at The City of Calgary; and
- 4.1.2 Does not apply to Administration policies at The City of Calgary.

5. LEGISLATIVE AUTHORITY

- 5.1 Pursuant to Paragraph 201(1)(a) of the *Municipal Government Act*, RSA 2000 c. M-26 ("MGA"), Council is responsible for developing and evaluating the policies and programs of the municipality.

5.2 Pursuant to Section 153(b) of the MGA, Councillors have the duty to participate generally in developing and evaluating the policies and programs of the municipality.

6. **PROCEDURE**

6.1 **Developing or Amending a Council Policy**

- 6.1.1 Council may identify a municipal issue, objective or priority, and direct the development of a new Council policy or a review and amendment to an existing Council policy.
- 6.1.2 Any Standing Policy Committee, the Priorities and Finance Committee, Legislative Governance Task Force, the City Manager, the General Managers, the City Auditor's Office, Office of the Mayor and Office of the Councillors may recommend to Council that a new Council policy, or an amendment to an existing Council policy, is required.
- 6.1.3 Policy Owners must research, develop, and draft proposed Council policies or proposed amendments to existing Council policies as directed.
- 6.1.4 Proposed Council policies or proposed amendments to existing Council policies must be prepared using the Council Policy Template (Schedule A).

6.2 **Council Policy Approval Process**

- 6.2.1 Proposed Council policies or proposed amendments to existing Council policies:
 - a. Must be forwarded to the City Clerk's Office for review;
 - b. May be forwarded to the Administrative Leadership Team for information if the Council policy is developed by the Office of the Mayor, Office of the Councillors, **by resolution of Council under Section 6.1.1 above** or the City Auditor;
 - c. Must be forwarded to the Administrative Leadership Team, ~~for endorsement in the case of corporate and/or city wide significance, and for information in all other cases,~~ if the Council policy is developed by a City of Calgary Business Unit, **for endorsement in the case of corporate and/or city wide significance**; and

- d. **Must be forwarded to the Administrative Leadership Team, if the Council policy is developed by a City of Calgary Business Unit, for information in all other cases; and**
- e. Must be forwarded to the appropriate Standing Policy Committee, Priorities and Finance Committee or the Legislative Governance Task Force prior to being submitted to Council.

6.2.2 Council is the final decision-making authority with respect to Council policies, and adopts or rejects recommendations for proposed new or amended Council policies.

6.2.3 Once a proposed Council policy or a proposed amendment to an existing Council policy is adopted by Council, the Policy Owner will:

- a. Incorporate any additional amendments made by Council; and
- b. Submit the final adopted Council policy to the City Clerk's Office.

6.3 Rescinding a Council Policy

6.3.1 Council may direct that any Council policy be rescinded.

6.3.2 Any Standing Policy Committee, the Priorities and Finance Committee, Legislative Governance Task Force, the City Manager, the General Managers, the City Auditor's Office, Office of the Mayor and Office of the Councillors may recommend to Council that a Council policy be rescinded.

6.3.3 Proposals to rescind an existing Council policy:

- a. Must be forwarded to the City Clerk's Office for review;
- b. May be forwarded to the Administrative Leadership Team for information if the Council policy is developed by the Office of the Mayor, Office of the Councillors, **by resolution of Council under Section 6.1.1 above** or the City Auditor;
- c. Must be forwarded to the Administrative Leadership Team, **if the Council policy is developed by a City of Calgary Business Unit,** for endorsement in the case of corporate and/or city wide significance, ~~and for information in~~

all other cases, if the Council policy is developed by a City of Calgary Business Unit; and

- d. **Must be forwarded to the Administrative Leadership Team, if the Council policy is developed by a City of Calgary Business Unit, for information in all other cases; and**
- e. Must be forwarded to the appropriate Standing Policy Committee, Priorities and Finance Committee or the Legislative Governance Task Force prior to being submitted to Council.

6.3.4 Council is the final decision-making authority with respect to Council policies, and adopts or rejects recommendations to rescind a Council policy.

6.4 Publication of Council Policies

6.4.1 The City Clerk's Office will manage the Council Policy Library, and will:

- a. Maintain a record of Council policies adopted or rescinded by Council, and any subsequent revisions and amendments; and
- b. Publish and un-publish Council policies in the on-line Council Policy Library.

6.5 Maintenance of Council Policies

6.5.1 It is the responsibility of Policy Owners to maintain their Council policies, periodically reviewing them and providing Council with recommendations to amend or rescind existing Council policies, as required.

6.6 Formal Council Policy Review

6.6.1 Council policies must undergo a formal Council policy review every 4 years to determine relevance and alignment with Council's objectives, priorities and resolutions.

6.6.2 The City Clerk's Office will initiate a formal Council policy review every 4 years as follows:

- a. Policy Owners must review all of their existing Council policies in the first year of the formal Council policy review, and bring forward to Council proposals to amend or rescind Council policies, as required;

- b. For those Council policies requiring amending or rescinding, but which cannot be carried out in the first year of the formal Council policy review, Policy Owners must establish a timeline for completion prior to the next formal Council policy review;
- c. Policy Owners must report the timeline for completion to the City Clerk's Office in the first year of the formal Council policy review; and
- d. The City Clerk's Office will report on the outcomes of the formal Council policy review, through the Legislative Governance Task Force, in the first and fourth year of the formal Council policy review.

7. SCHEDULE(S)

7.1 Schedule A: Council Policy Template

8. AMENDMENT(S)

Date of Council Decision	Report / Bylaw	Description
None		

9. REVIEW(S)

Date of Policy Owner's Review	Description
None	

Schedule A

Council Policy Template

Policy Title: **Council Policy Title**
 Policy Number: **Assigned by the City Clerk's Office**
 Report Number: **Reports going to Committee / Council**
 Adopted by/Date: **Council / Date Council policy was adopted**
 Effective Date: **The date adopted, or a later date if directed by Council**
 Last Amended: **Date of last amendment**
 Policy Owner: **Responsible for the development, maintenance, and review of a Council policy**

1. **POLICY STATEMENT** (Mandatory)

2. **PURPOSE** (Mandatory)

3. **DEFINITIONS** (Optional)

4. **APPLICABILITY** (Mandatory)

5. **LEGISLATIVE AUTHORITY** (Optional)

6. **PROCEDURE** (Mandatory)

7. **SCHEDULE(S)** (Optional)

8. **AMENDMENT(S)** (Mandatory)

Date of Council Decision	Report / Bylaw	Description

9. **REVIEW(S)** (Mandatory)

Date of Policy Owner's Review	Description