

## **Council Policy Program Update**

---

### **RECOMMENDATION:**

That the Executive Committee recommend that Council receive the Council Policy Program Update for the Corporate Record.

### **HIGHLIGHTS**

- The Council policy on the *Council Policy Program (CC046)* (“the Council policy”) requires that all Council policies undergo a formal review (“formal review”) every four years.
- This report fulfills the requirement that the City Clerk’s Office report on outcomes at the end of the first year of the formal review and provides an overview of the activities which will occur during the remaining three years of the formal review.
- What does this mean to Calgarians? A periodic review of Council policies ensures Council policies are current, relevant and aligned with Council’s objectives, priorities and resolutions.
- Why does this matter? Current and relevant Council policies that are aligned to Council priorities 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.
- Strategic Alignment to Council’s Citizen Priorities: A well-run city
- Background and Previous Council Direction is included as Attachment 1.

### **DISCUSSION**

*The Municipal Government Act*, RSA 2000 c. M-26 (“the MGA”) provides that Councillors have a duty to participate generally in developing and evaluating the policies and programs of the municipality. The Council policy requires that all Council policies undergo a formal review every four years.

The City Clerk’s Office manages the Council Policy Program and maintains a Council Policy Library which is available online to all Members of Council, Administration, and the public.

The current formal review was delayed until the One Calgary Policy Review pilot project concluded on 2020 July 27. Outcomes and recommendations from the pilot project were assessed and used to guide alignment of the formal review with methods and approaches used by the Corporate Governance Service for Administration policies. An overview of pilot project recommendations which have influenced the formal review are contained in Attachment 1. The most significant change which arose from the pilot project recommendations is the alignment and tandem delivery of formal reviews for both Council policies and Administration policies, using the same approach, tools and language, to benefit policy owners across the Corporation.

In January 2021, the City Clerk’s Office launched the formal review with information sessions for policy owners of 123 existing Council policies. The timeline of the four-year formal review is detailed in Attachment 2.

The City Clerk’s Office supports Council policy owners in completing the formal review by:

- Providing resources on the Council policy review process and evaluations;

## **Council Policy Program Update**

---

- Providing feedback on proposed Council policy changes and ensuring the appropriate approval processes are followed; and
- Ensuring the Council Policy Library is updated by publishing new and amended Council policies following Council's approval.

In the first year of the formal review, policy owners collaborated with the City Clerk's Office to achieve the following outcomes:

- i. Evaluated a total of 123 Council policies (98%) to determine what, if any, action is required during the formal review. Due to the transition in the Office of the Mayor, three Council policies were deferred from year one. The City Clerk's Office has since engaged with the Office of the Mayor to support the evaluation of the following Council policies as soon as possible:
  - CC031 – Approval of City of Calgary Senior Management Compensation and Pension Policy;
  - CC004 – Calgary Sister Cities (Selection and Evaluation Processes); and
  - CC018 – White Hat Presentation Policy.
- ii. Completed minor revision (involving no substantive changes to the Council policy content and not requiring Council approval) to 2 Council policies;
- iii. Brought reports to Council (contained in Attachment 3) to:
  - Amend or rescind 14 Council policies;
  - Adopt 3 new Council policies;
  - Rescind 1 legacy Council policy (pre-dating the launch of a Council Policy Library).
- iv. Identified 95 Council policies requiring minor revision, amendment or rescindment, which have been scheduled to occur within 2022 – 2024. Policy owners have established an anticipated timeline for completion of review work prior to the end of 2024. The timelines for this Council policy work are detailed in Attachment 4, but may be impacted by other priorities within the responsible business unit.
- v. Identified 13 Council policies which do not require any change during this formal review, as detailed in Attachment 4.

The City Clerk's Office will continue to support Council policy owners throughout the formal review by:

- Consulting and providing policy feedback, best practice, and advice.
- Capitalizing on opportunities to standardize Council policy content (format, language, organizational structure).
- Working closely with Corporate Governance Services to advance the Implementation Plan for the Policy Framework, communicating next steps and outcomes.

The City Clerk's Office will deliver a final report to Council on the outcomes of the formal review in 2024 Q4.

## **STAKEHOLDER ENGAGEMENT AND COMMUNICATION (EXTERNAL)**

- Public Engagement was undertaken
- Public Communication or Engagement was not required

**City Manager's Office Report to  
Executive Committee  
2022 March 15**

**ISC: UNRESTRICTED  
EC2022-0020  
Page 3 of 3**

### **Council Policy Program Update**

---

- Public/Stakeholders were informed
- Stakeholder dialogue/relations were undertaken

### **IMPLICATIONS**

#### **Social**

Not Applicable

#### **Environmental**

Not Applicable

#### **Economic**

Not Applicable

#### **Service and Financial Implications**

No anticipated financial impact

### **RISK**

A standardized process and regular review of Council policies ensures their ongoing relevancy and alignment with Council directives and best practices. Outdated Council policies pose a financial and reputational risk to The City of Calgary.

### **ATTACHMENTS**

1. Previous Council Direction, Background
2. Council Policy – Formal Review Timeline
3. Council Policy Work Completed in 2021
4. Anticipated Council Policy Work 2022-2024

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen	City Solicitor and General Counsel	Inform
David Duckworth	City Manager	Approve