

People, Innovation & Collaboration Services Report to
Executive Committee
2024 June 11

ISC: UNRESTRICTED
EC2024-0535

Council Policy Program Policy Amendments

PURPOSE

The purpose of this report is to seek Council approval of a housekeeping amendment to the *Council Policy Program policy*.

PREVIOUS COUNCIL DIRECTION

As part of Notice of Motion [EC2022-0828](#) *Reducing Barriers and Becoming More Efficient with The Service Policy and Governance Program*, Council directed Administration to “establish a Service Policy and Governance program with the Corporate Governance service line.” One of the benefits of this direction was to increase alignment between the Administration Policy Program, which the Corporate Governance service was already responsible for, and the Council Policy Program.

RECOMMENDATION:

That the Executive Committee recommend that Council approve the amended Council Policy Program policy.

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

The General Manager of People, Innovation & Collaboration Services concurs with this report.

HIGHLIGHTS

The amendment is to remove the Council Policy template from the Policy document itself. This will enable more efficient improvements to the Council Policy template and increase its alignment with the Administrative Policy template.

DISCUSSION

The *Council Policy Program policy* and the *Administration Policy Program policy* support good governance by establishing procedures for creating, approving, reviewing and rescinding Council and Administrative policies, respectively.

As part of Council’s direction in Notice of Motion EC2022-0828, Administration is seeking to increase alignment between the Council and Administrative policies. A key first step in that work is to create consistency between the templates for upcoming policy creation or revision.

To do this more efficiently, Administration is seeking to remove the Council Policy template (Schedule A) from the Council Policy Program policy to enable quicker updates to the template in support of Council’s direction. The template for Administration policies is not included in the Administration Policy Program policy so this change increases consistency between those two related policies.

Amendments to a Council policy require Council’s approval. The Council policy template is included as Schedule A within the Council Policy Program policy and as such removal of that schedule requires Council’s approval.

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By removing the template from the Policy itself, Administration will be able to collaborate on improvements and alignment of the Council policy template without requiring Council approval each time.

As part of ongoing improvements to the Governance & Policy program, Corporate Governance is actively engaging with policy leads to gather feedback on improvement opportunities and to align with our common goals for policy improvement.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

IMPLICATIONS

Social

N/A

Environmental

N/A

Economic

N/A

Service and Financial Implications

No anticipated financial impact

N/A

RISK

If the proposed amendments are not approved, improvements and updates to the Council Policy template will be delayed as Administration will need to return to Committee and Council with each desired change.

ATTACHMENT

1. Proposed Council Policy Program Policy – Redline version

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform

Author: Paul Taylor, Service Excellence Manager and Corporate Governance Service Director