

People, Innovation & Collaboration Services Report to
Executive Committee
2025 June 17

ISC: UNRESTRICTED
EC2025-0370

Proposed Amendments to the Council Policy Program

PURPOSE

The purpose of this report is to seek Council approval of housekeeping amendments to the policy for the Council Policy Program.

PREVIOUS COUNCIL DIRECTION

Under the policy for the Council Policy Program (the policy), each Council policy is to be reviewed and updated at least every four years. The updates proposed in this report are the result of this review and will bring this policy up to date.

The roles and responsibilities described in the updated policy respond to Notice of Motion [EC2022-0828](#) *Reducing Barriers and Becoming More Efficient with The Service Policy and Governance Program* by increasing alignment between the Council Policy program and the Administration Policy Program and to [EC2024-0535](#) *Council Policy Program Policy Amendments* which enabled Administration to adjust policy formatting and section content.

RECOMMENDATION(S):

That the Executive Committee recommend that Council approve the proposed policy amendments for the Council Policy Program, effective 2025 July 31.

RECOMMENDATION OF THE EXECUTIVE COMMITTEE, 2025 JUNE 17:

That Council approve the proposed policy amendments for the Council Policy Program, effective 2025 July 31.

Excerpt from the Minutes of the 2025 June 17 Regular Meeting of the Executive Committee:

“A Revised Cover Report was distributed with respect to Report EC2025-0370.”

CHIEF ADMINISTRATIVE OFFICER/GENERAL MANAGER COMMENTS

General Manager of People, Innovation & Collaboration Service Chris Arthurs concurs with this report.

HIGHLIGHTS

- The proposed updates to the policy for the *Council Policy Program* will set the stage for the next step in City policy maturation.
- The proposed policy updates are housekeeping changes that align with prior Council direction. They enable Administration to more strongly connect policies to intended outcomes, implement policies more fully and effectively measure policy compliance and impacts.
- These updates also satisfy the requirement to review and update this policy at least every four years.

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DISCUSSION

Together, the policies for the *Council Policy Program* and the *Administration Policy Program* support good governance by establishing processes for creating, approving, reviewing, implementing, measuring and rescinding Council policies and Administration policies.

This update to the Council Program policy includes:

- Increased clarity on the risk being mitigated or the goal being advanced.
- Increased clarity on responsibilities regarding implementation, measurement and reporting.
- Formatting that follows a revised template and guidance, increasing consistency and cohesion.

Alignment with the revised template also includes moving identification of specific roles within Administration and some process details to Administration Standards approved by the Service Director for Corporate Governance.

Should Council approve these changes to the current Policy, the Corporate Governance Service will finalize template instructions and develop related resources. Following publication, the team will communicate revised expectations and resources with policy leads and Service Directors.

Should the current review of Service Lines warrant a change to the Service Director role and Responsible Service label, these changes will be completed promptly by the Governance and Policy team as a clerical correction.

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 |

These proposed policy changes have received strong support from The City's policy-writing community, as well as the cross-Corporate committee that reviews policies for alignment.

The Corporate Governance service consulted with thirty-seven policy leads (individuals responsible for policy review, engagement, updates and implementation across twenty services) and two Service Directors, representing a broad cross-section of teams already working within and responding to Council policies. The Policy Review Committee representing twenty cross-Corporate programs and services was also engaged. Members of Council were also offered the opportunity to provide feedback.

The groups reviewed the proposed policy, and also the proposed template and supporting Standards which will be approved by Administration to come into effect in conjunction with this policy. Positive feedback was received, welcoming the clarity, consistency and cohesion that these changes will promote.

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Proposed changes to the Council Policy Program policy have been discussed with the Corporate Policy team at the City of Edmonton and are congruent with their Corporate Policy Framework.

IMPLICATIONS

Social

Impact is indirect as this Policy guides how other Council policies are drafted, amended and implemented.

Environmental

Impact is indirect as this Policy guides how other Council policies are drafted, amended and implemented.

Economic

Impact is indirect as this Policy guides how other Council policies are drafted, amended and implemented.

Service and Financial Implications

No anticipated financial impact

Percentage of policies that are up to date is a metric for the Corporate Governance Service. Updates to this policy, including addition of standards, will streamline processes and increase support for policy leads and services, contributing to more policies being updated and reviewed.

RISK

Out of date policies can impact operations, regulatory compliance and The City's reputation. Updating the policy and adding supporting Administration Standards clarifies the process for policy review and approval and provides additional support to policy leads and interested parties in implementing the policy. This is anticipated to result in more efficient policy updates, bringing more Council policies up to date and fostering actions needed to advance the policy objectives.

ATTACHMENT(S)

1. Proposed Council Policy Program Policy
2. Current Council Policy Program Policy

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Christine Arthurs	People, Innovation and Collaboration Services	Approve
Executive Leadership Team		Inform

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