



## **COUNCIL POLICY**

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**Policy Title: Council Policy Library**

**Policy Number: PAC001**

**Report Number: APA2004-15c**

**Approved by: ALT and APAC**

**Effective Date: 10 February 2004**

**Business Unit: City Clerk's Office**

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### **BACKGROUND:**

The City Clerk's office is charged with identifying and publishing municipal policies adopted by Council. These policies mandate various functions of The City, and where necessary, establish the procedures by which the functions are performed. These policy statements adopted by resolution of the Council need to be consolidated in a reference document for easy access.

### **PURPOSE:**

It is the purpose of this policy to:

1. Clearly state and compile policies of the Council;
2. Provide for the distribution of these policies to all concerned; and
3. Establish procedures for the preparation, distribution and maintenance of Council policies and the "Council Policy Library."

### **POLICY:**

1. The established "Council Policy Library" shall contain all City policy statements adopted by resolution and bylaw of the Council.
2. Generally, policy statements in this "Council Policy Library" will include only such municipal matters for which the responsibility for the decision is vested in the Council.
3. All policy statements of the Council shall be prepared in writing and approved by resolution or by bylaw. Once approved, statements of policy will be reproduced, distributed, and included in the "Council Policy Library" accompanied by the policy number and the effective date.
4. Each policy statement shall include:
  - a) a brief background description of the issue
  - b) the purpose of the policy



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- c) the policy statement
  - d) reference to a procedural section or other criteria, or a procedures section, if necessary
  - e) cross reference notations as to appropriate provisions or sections in the Municipal Government Act, Procedure Bylaw, other bylaws etc.
  - f) amendments or reference to history, with dates, that reflect when changes were made
5. The City Clerk's office shall be responsible for the preparation, continuing maintenance and distribution of the "Council Policy Library", and the inclusion of amendments.
  6. The "Council Policy Library" will be accessible to all employees of The City of Calgary and the general public via internet.
  7. Each policy originates from a "responsible business unit" and it shall be the responsibility of the business unit to:
    - 1) Periodically review their assigned policies;
    - 2) Provide appropriate revisions and cross references as necessary, and;
    - 3) Review policies and provide revisions as requested by Council (*or as recommended by the ALT to Council*).

### **PROCEDURE:**

1. Council, APAC, any Standing Policy Committee, the City Manager, and General Managers may initiate policy proposals for consideration by Council.
2. Council or Standing Policy Committees may review the policy Library, at any time, to determine which, if any, policies need to be reviewed or rescinded.
3. APAC shall formally review the policies in the Library once every 3 years (once per term) to determine which, if any, policies need to be reviewed.
4. The City Clerk's office will be responsible for assignment of tentative and final policy numbers to a proposed policy.
5. Proposed Council policies will follow the policy approval process already established for The City of Calgary. All proposed policy drafts or revisions



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will be forwarded to the ALT, and then to the appropriate Standing Policy Committee and/or APAC for review and then to Council for final consideration and direction (attached process flowchart).

6. Once Council officially approves and adopts the proposed policy, the City Clerk's office will be responsible for publication of the policy and distribution.
7. As required, the City Clerks office will update the "Council Policy Library."

### **AMENDMENTS**

None