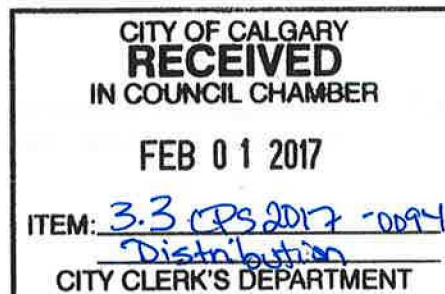


- 5.2 The City's Partnerships must align with Part 1, Section 3, of the MGA, municipal purposes: The purposes of a municipality are (a) to provide good government, (b) to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, and (c) to develop and maintain safe and viable communities.

## 6 PROCEDURE

- 6.1 The Office of Partnerships will implement, coordinate, and support the consistent management of this policy and related procedures by:
- 6.1.1 Acting as the Policy Owner for this policy;
  - 6.1.2 Developing tools, templates, and processes;
  - 6.1.3 Coordinating the development and maintenance of Frameworks for each Category;
  - 6.1.4 Providing and supporting the provision of consistent relationship management to Civic Partner Category Partners;
  - 6.1.5 Reporting on the aggregate Investment in and Results of Partnerships;
  - 6.1.6 Coordinating opportunity development for new and innovative Partnerships; and
  - 6.1.7 Coordinating orientation and training regarding Partnerships for Administration and Council.
- 6.2 This Council Policy includes three procedures. These procedures will apply to all Partner Categories according to scale, as outlined in the Framework, except Partnerships where the sole Investment is staff support. For these Partners, only section 6.3 will apply, however, adherence to the other procedures is strongly encouraged.
- 6.3 **PARTNERSHIP INVENTORY PROCEDURE:** Regarding the creation, collection, and maintenance of an Inventory of The City's Partnerships and Investments:
- 6.3.1 The Office of Partnerships will create and maintain a Partnership Inventory including information about The City's Investment (Schedule 2), a Partner's Category (Schedule 3), and Sector (Schedule 4);
  - 6.3.2 The Office of Partnerships, working with the Relationship Contact, will determine a Partner's Category, Sector, and Investment using the policy;
  - 6.3.3 The Inventory will be updated annually, or as requested by The Office of Partnerships;



- 6.3.4 The Office of Partnerships will co-ordinate the collection of information required for the annual reporting of Investment in and benefits of partnering noted in 2.1.2, along with other information as deemed necessary, or as otherwise directed; and
- 6.3.5 The Office of Partnerships will annually report the Investment in and benefits of partnering, to demonstrate accountability and transparency.
- 6.4 **PARTNERSHIP PROCEDURE:** Regarding the process and criteria by which The City enters into, works with, and concludes Partnerships:
- 6.4.1 Partnerships will be established based on the Guiding Principles for developing Partnerships (Schedule 1);
- 6.4.2 Partnerships may be developed:
- (a) By Administration, based on a need identified by The City; or
  - (b) By submission based on a need or opportunity identified by external organizations that can support The City in achieving Council priorities, strategic plans and guidelines. Administration will establish an intake process including terms for accepting and reviewing submissions. Any submission meeting the requirements of The City's procurement of goods, services, or construction must follow The City's Administrative procurement and purchasing policies.
- 6.4.3 Prior to entering into a Partnership, Administration, with support from the Office of Partnerships, will complete a business case which aligns with this policy including the relevant Framework and other applicable Council Policies, Council priorities, strategic plans, and guidelines. The business case will be approved by the General Managers of all impacted departments of The City;
- 6.4.4 In the case of a Wholly-owned Subsidiary, a submission will be presented to Council for review and approval that identifies how the proposed Partnership aligns with this policy and other applicable Council policies, Council priorities, strategic plans, and guidelines;
- 6.4.5 Administration will determine the most appropriate process to identify Partners for each Partnership opportunity. Where appropriate, Administration will publish opportunities on Calgary.ca and other applicable sites;
- 6.4.6 Following the selection of a Partner, Administration will engage with the Partner using full-cycle Partnership principles (Schedule 5). If appropriate, Administration and the Partner will execute a Memorandum of Understanding;
- 6.4.7 Administration including Finance, Law, Real Estate & Development Services, Customer Service & Communications, Human Resources,