



**Request for Decision  
Regular Council Meeting – March 9, 2021**

**Policy Development and Management Policy GOV-019-C**

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**Motion:**

That Council adopt the Policy Development and Management Policy GOV-019-C.

**Purpose:**

To provide Council with an overview of Administration's efforts to effectively manage the creation and review of Policy and Procedure documents, and request that Council further support this initiative through the adoption of the new Policy Development and Management Policy GOV-019-C.

**Recommendation:**

That Council adopt the Policy Development and Management Policy GOV-019-C.

**Background Analysis:**

Administration presented the draft Policy and Procedure to the Committee of the Whole on February 16, 2021, and provided some insight into the status of the City's policy and procedure documents overall. Following the discussion from the Committee of the Whole meeting, only minor changes have been made to the Policy to highlight the important role policies and procedures have in furthering the City's Diversity and Inclusion initiative.

The City's policy and procedure documents address a wide range of topics, ranging from the management of City finances and assets, to service level and maintenance expectations of our City parks. Prudently managing these Policies and Procedures is an essential function of the City, and is one that will be further bolstered through the future adoption of the Policy Development and Management Policy.

**Financial Implications:**

No direct financial impacts are anticipated from the implementation of this Policy.

**Internal/External Impacts:**

This Policy and Procedure has been prepared to set out expectations of Administration and Council for the creation and review of all Policy and Procedures. The workflow for the development of any Policy or Procedure would remain largely unchanged, but would be further clarified for Council, Administration and members of the public.

**Plans/Standards/Legislation:**

City's Strategic Plan:

*Core Value - Excellence in Government; Goal - Continuous improvement; constantly looking for ways to improve our service through planning, innovation, collaboration and consultation.*

The creation of the Policy Development and Management Policy and Procedure directly aligns with the City's goal of *Excellence in Government*, as it aims to ensure the very standards to which we hold ourselves are effectively maintained and reflect current best practices.

**Next Steps:**

A comprehensive review of all policy and procedure documents will be undertaken by Legislative Services, to ensure all documents that are past their review dates are refreshed, and reflect best practices. City department staff and “Document Owners” will be instrumental in this review, as they will largely prepare the new documents for review.

**Attachments:**

1. Appendix A – Policy Development and Management Policy GOV-019-C
2. Appendix B – Policy Development and Management Procedure GOV-019-A

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Director, Legislative Services

Approved by: John Dance Date: March 2, 2021  
General Manager, Corporate Services

Approved by: Troy Fleming Date: March 2, 2021  
City Manager