

**COUNCIL
POLICY****GOV-019-C****POLICY DEVELOPMENT & MANAGEMENT**

Date Issued: _____

Mandated by: City Council

Current Revision: _____

Cross Reference:

- Policy Development & Management Procedure GOV-019-A

Next Review: _____

Responsibility: Director, Legislative Services

1. PURPOSE

- 1.1 To establish a governance framework and provide guidance for the development and management of the City's Policies and Procedures.
- 1.2 To ensure that municipal Policies and Procedures comply with legislation, common law, and align with the City's Guiding Principles.
- 1.3 To ensure that municipal Policies and Procedures are clear, concise, incorporate best practices, and reflect the needs of the community.

2. POLICY

- 2.1 Pursuant to the MGA and any other applicable legislation, the City shall develop Council and Administrative Policies and Procedures to formalize direction and processes for City operations.

3. DEFINITIONS

- 3.1 *Administration* – means the administrative and operational arm of the City, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the City Manager.
- 3.2 *Administrative Policy* – means a document approved by the City Manager that provides high-level internal direction and guiding principles for specific programs and the general operations of the City and Administration.
- 3.3 *Administrative Procedure* – means a document that sets out the specific processes and workflows of City programs and operations. This document may or may not be created to accompany an Administrative Policy or Council Policy and may be reviewed by, but does not require the approval of, the City Manager.
- 3.4 *City* – means the municipal corporation of the City of Fort Saskatchewan.

- 3.5 *City Manager* – means the City's Chief Administrative Officer or designate.
- 3.6 *Council* – means the members who comprise the municipal Council for the City, and includes the Mayor and Councillors, individually and as a whole.
- 3.7 *Council Policy* – means a document approved by Council that provides high-level strategic direction and guiding principles for matters closely aligned with City Bylaws, matters of governance, and will impact the City as a whole.
- 3.8 *Council Procedure* – means a document approved by Council that sets out specific processes for an associated Council Policy.
- 3.9 *Policies and Procedures* – means all Council or Administrative Policies and Procedures.
- 3.10 *Legislative Services* – means the Administration from the City's Legislative Services Department, both individually and as a whole.
- 3.11 *MGA* – means the Municipal Government Act, RSA 2000, c M-26, as amended from time to time.

4. GUIDING PRINCIPLES

- 4.1 Policies and Procedures shall be drafted to set out the requirements of City operations, in response to changes in relevant legislation, or following direction from Council.
- 4.2 Policies and Procedures shall be prepared, analyzed, and reviewed with an inclusive lens, understanding that Policies and Procedures are interpreted by diverse populations.
- 4.3 As subject-matter experts, Administration from City departments shall be responsible for drafting Policies and Procedures within their area of responsibility and expertise.
- 4.4 Legislative Services shall provide and oversee the maintenance of templates, as required.
- 4.5 All Policies and Procedures shall comply with applicable legislation and City bylaws. If any portion of a Policy or Procedure is found to be non-compliant with legislation or a City bylaw, the Policy or Procedure shall be removed from circulation, updated accordingly, or repealed.
- 4.6 Legislative Services is authorized to make minor, non-substantive corrections or revisions to Council Policies and Procedures, including correcting clerical, grammatical or typographical errors, updates in formatting, or changes that provide further clarity to the intent of the document.
- 4.7 Unless otherwise stated within this Policy or associated Procedure, Policy review dates shall be set for a period of 5 years, or as required.

5. AUTHORITY / RESPONSIBILITY TO IMPLEMENT

- 5.1 The City Manager is responsible for administrative compliance and monitoring of this Policy.
- 5.2 The City Manager may delegate responsibility to the Director, Legislative Services for the administrative compliance of the Policy, and for the development of Procedures to ensure a consistent application across the organization.