



City of St. Albert
CITY COUNCIL POLICY

City Council and Administrative Policy
 Development

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| AUTHORITY: City Council | APPROVED RES. NO.: C-128-2005 DATE: March 21, 2005 | REVISED RES. NO.: (Number) DATE: (Date) |
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Purpose

To establish a consistent approach, through an established format, pre-determined codification system, and clearly articulated definitions, for City Council and Administrative Policy development in the City of St. Albert. This approach is separate from the approach for governance policy development.

Policy

This City Council policy shall establish a consistent approach to, and a philosophical framework for, the development of City Council and Administrative Policies.

Responsibilities

City Council policies shall address issues within the realm of governance, such as, but not restricted to, legal liability, financial accountability, and the public image of the City of St. Albert and its City Council. The City Manager, in accordance with the direction and intent of the City Manager Bylaw and Governance policies, shall determine which policy issues should be brought to City Council for approval as City Council policies, those that should be shared with City Council for information, and those that shall remain strictly within the purview of administration to develop, approve, implement, and monitor.

Standards

1. Policies shall be consistent with relevant federal and provincial government legislation and related regulations, as well as the City Council's Vision, Mission and Values statements, bylaws and policies.
2. City Council Policies and Administrative Policies, with the exception of governance policies, shall be developed and implemented according to this policy.
3. Policies shall be developed using a common format comprising:
 - a. **Purpose:** The purpose explains the underlying issue or need that resulted in the formulation of the policy. The purpose statement shall be in the form of an infinitive; that is, the first word shall be, "To".
 - b. **Policy:** Two types of policies are contemplated by this policy: City Council policies, which are approved by City Council; and Administrative policies, which are approved by the City Manager. In both instances, the policy statement is a philosophically based statement, which



is goal oriented and establishes directions or parameters for future action. The policy statement shall set out expectations specifically and clearly so that they can be enforced legally. The policy statement may include what shall and shall not be allowed in the achievement of the expectations. Policy statements may include rewards for compliance or consequences for failure to comply with the policy as long as the rewards or consequences are consistent with any obligations established in contracts or collective agreements with the City Council.

- c. **Definitions:** Definitions may be inserted after the policy statement whenever terms in the policy statement require further explanation for clarity or the setting of boundaries regarding what is included or excluded.
- d. **Responsibilities:** This section shall determine which entities within the City of St. Albert are responsible for the development, approval, implementation, training, monitoring and evaluation of the effectiveness of the policy. This may include the delegation of responsibilities to the City Manager, or designates, or to City Council committees.
- e. **Standards:** Standards further define the framework and/or establish parameters within which the policy is to be implemented. Standards are clear concise statements that define in more precise terms what is required relative to the policy direction. Standards may include statements that are mandatory in nature; that is, they may include the terms, “shall” or “will.” In interpreting policies and standards, the terms, “shall” and “will” are to be read as mandatory and the term “may” is to be read as permissive.
- f. **Administrative Procedures:** The City Manager or designate is responsible for developing the specific implementation steps required to operationalize a policy. Administrative procedures shall not be subject to City Council approval but shall be available to the City Council for information at the time of policy approval and thereafter whenever relevant issues arise. The City Council expects that administrative procedures will be developed by obtaining the necessary technical advice, affected stakeholder input, and legal opinions.
- g. **Approvals:** Approvals shall signify the approval that has occurred on the policy by the City Manager or designates.
- h. **Approved:** For City Council policies, this shall include the resolution number and date on which final approval was given by City Council. For Administrative policies, this shall include the date on which the policy was approved by the City Manager.
- i. **Revised:** This section provides a tracking system of the dates on which revisions to the policy were approved. For City Council policies, there would be a reference to the resolution number(s) and date(s) of approval of any revision(s). For Administrative policies, all of the dates on which the City Manager reviewed and approved changes to the policy would be stated.
- j. **Legal References:** Legal references shall refer to any statutes or other legal authorities relevant to the policy. Legal references shall appear at the end of the policy.
- k. **Cross References:** Cross references shall refer to any relevant bylaws, collective agreements, City Council policies, or Administrative policies, that may be referenced in the implementation of the policy. These shall be placed at the end of the policy.



- I. **Page Numbers:** Page numbers shall appear in the bottom right of each page and be identified in the format of, "Page 1 of 2, Page 2 of 2." In order to clearly separate administrative procedures from policy, a new series of numbering shall begin on the first page of the administrative procedures and shall follow the pattern of, "Page 1 of 2, Page 2 of 2."
4. The development and review of policies shall allow for the participation of affected groups or individuals that the City Council or City Manager considers appropriate to the policy decision being contemplated. In the event of an emergent or other situation where it is in the best interests of the City to do so, the City Council or City Manager may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the situation at hand.
5. The City Manager or designate shall review policies periodically to ensure that they continue to be relevant, current and support the achievement of desired results.
6. The City Council delegates responsibility for effective policy implementation and evaluation to the City Manager.

Legal References: *Municipal Government Act, Part 5*
Cross References: Bylaw 13/2002, City Manager Bylaw





City of St. Albert
**ADMINISTRATIVE
 PROCEDURES**

City Council and Administrative Policy
 Development

AUTHORITY
 City Manager

GENERAL MANAGER

CITY MANAGER

APPROVED Date:

March 21, 2005

REVISED Date:

1. The Mayor, Councillors, or administration may initiate suggestions for policy development. Requests for policy development, amendments, or deletion shall be submitted to the City Manager and shall include a description of how the policy, or policies, is/are seen to be of concern.
2. After the City Manager is satisfied that the description contains sufficient information to be considered as a policy issue or need, the City Manager may, depending upon the nature of the issue, direct that a Governance Policy, City Council Policy or an Administrative Policy be developed.
3. The City Manager or designate shall:
 - a. provide initial direction with regard to the key issues related to the policy;
 - b. determine which department is best able to assume the preparation of a draft policy and assign lead roles and responsibilities accordingly;
 - c. require research on the policy issue to be conducted, including initial consultation with affected groups, as required, to address issues such as, but not restricted to, legal and cost implications;
 - d. review the draft policy with Senior Leadership Team and make modifications as required;
 - e. determine whether there is a need for circulation to affected stakeholders; and
 - f. approve Administrative Policies or submit proposed City Council policies to City Council for their review and disposition.
4. With regard to City Council policies, City Council may:
 - a. Refer the policy to a committee for review and recommendations;
 - b. Refer the policy to the City Manager to make modifications to the policy;
 - c. Require that the proposed policy be circulated to specific stakeholders within a specific time frame; or
 - d. Approve the policy.
5. Policies shall be reviewed as required or in one, three, four or five year cycles in accordance with any or a combination of the following:
 - a. As required: legislation changes or court decisions become known or as needs and issues are identified;
 - b. Annually during budget considerations;
 - c. Every three years in conjunction with newly elected City Councils; or
 - d. Every four or five years in conjunction with a change in philosophy as identified by trends or changes in City Council's environment.

6. Reports to City Council shall be accompanied by the appropriate policy. A tracking date shall be recorded on policies to indicate that the policy was revisited within the timelines and required no changes.
7. City Council policies shall be available on the City of St. Albert web site for information and public viewing.
8. Administrative policies shall be available on the intranet for access by City Council and City staff.
9. Legislative Services shall maintain a master copy of the Governance, City Council, and Administrative policies in a binder and shall distribute updated policies to the Mayor, the City Manager, and the General Managers. Legislative Services shall also maintain a binder of the updated policies in the Council Lounge.
10. An alphabetical index shall be utilized in order to assist in locating policies. An electronic word search shall be developed in order to assist with locating policies.
11. Policies shall be coded according to the following list of subjects, indicated in bold. This list may be amended as deemed necessary by the City Manager. Departments shall determine specific titles of the policies that may be included under each of the subject headings. Policies shall be coded using the code, C, for City Council policies; and the code, A, for Administrative policies. The codification following either C or A, shall use begin with the two or three letter prefix that refers to the specific function, and shall then be coded in the order in which they were approved using a numerical coding beginning with 1. For example, the first policy approved within the function, Human Resources, shall be coded, HRS-1. If it is an administrative policy, it shall be preceded by the prefix, A, so that it would be coded, A-HRS-1. If additional topics are required under a particular numerical code, they shall be accommodated by the use of decimal places starting at .01.

CODIFICATION SYSTEM

City Council Policies

C-CC, City Council

C-CC-1 City Council and Administrative Policy Development

C-CAO, City Manager

C-CS, Community Services

C-EUS, Environmental & Utility Services

C-FS, Financial Services

C-HRS, Human Resources Services

C-LS, Legislative Services

C-P&E, Planning & Engineering

C-PS, Protective Services

C-TS, Transportation Services

Administrative Policies

A-CAO, City Manager

A-CS, Community Services

A-ES, Engineering Services

A-EUS, Environmental & Utility Services

A-FS, Financial Services

A-HRS, Human Resources Services

A-LS, Legislative Services

A-PDS, Planning and Development Services

A-PS, Protective Services

A-TS, Transportation Services