



<b>Title:</b>	<b>Council Policy Review and Development</b>
<b>Effective Date:</b>	<b>2025 July 31</b>
<b>Responsible Business Unit:</b>	<b>People, Innovation &amp; Collaboration Services – Service Excellence</b>

**1. PURPOSE**

- 1.1 This standard will be followed when new Council policies are developed or existing Council policies are reviewed, changed or rescinded.
- 1.2 Following this standard will result in Council policies with standardized layout and clear content that considers multiple perspectives and aligns with corporate strategies.

**2. APPLICABILITY**

- 2.1 This Administration standard applies to all City employees.

**3. STANDARD**

3.1 Policy Leads will:

- a) Monitor the business unit’s regulatory environment and align the business unit’s Council policies and associated standards;
- b) Use Council Policy Program tools and processes when reviewing Council policies and preparing recommendations for either new Council policies or Council policy amendments, minor revisions or rescindments;
- c) Approve clerical corrections to Council policies and associated standards; and
- d) Consult with and incorporate feedback from interested parties, the Policy Review Committee, Governance and Policy team and roles in Council policies and associated standards.

3.2 Directors will:

- a) Appoint policy leads to review and create drafts of the business unit’s Council policies and associated standards;
- b) Ensure Council policies and associated standards are reviewed at least once every four years;
- c) Approve new associated standards and amendments, minor revisions, or rescindments of associated standards; and
- d) Seek Council’s approval for new Council policies and amendments, minor revisions or rescindments of Council policies through a Standing Policy Committee or Executive Committee.

- 3.3 Policy Review Committee and interested parties will review Council policies, associated standards and implementation plans to identify and provide advice on potential risks, interdependencies, costs and gaps.
- 3.4 The Governance and Policy Team in the Service Excellence division of the People, Innovation and Collaboration Services department will:
- a) Provide advice and support to employees who review Council policies and associated standards and who prepare recommendations to create, change or rescind Council policies and associated standards;
  - b) Recommend changes to content, structure, language and other aspects of Council policies and associated standards;
  - c) Make formatting changes that align Council policies with Council Policy Program templates;
  - d) Create, improve and facilitate Council Policy Program processes and tools for developing, reviewing, changing and rescinding Council policies;
  - e) Establish criteria and processes for monitoring, prioritizing and reporting on the review and update of Council policies and associated standards including reporting on the Council Policy Program to Council every two years;
  - f) Facilitate the alignment of Council policies and associated standards with The City of Calgary's strategic objectives, programs and services including leading the Policy Review Committee; and
  - g) Maintain the official records for Council policies and associated standards and make them available to the public, Council and employees

#### 4. CONSEQUENCES OF NON-COMPLIANCE

- 4.1 Employees who fail to adhere to this Administration standard may be subject to corrective action, including dismissal from employment, in accordance with the *Labour Relations standard*, the *Exempt Staff policy*, the *Alberta Police Act* and associated Regulations or the specified terms outlined in their employment contract.

#### 5. DEFINITIONS

- 5.1 In this Administration standard:
- a) **Administration Standard** means an approved governance document that states a set of actions or criteria that define the minimum level of expected performance or quality;
  - b) **Amend** means a change that alters direction or intent;
  - c) **Clerical Correction** means a change to remedy a mistake or discrepancy in information, including spelling, grammar, punctuation, or factual inaccuracies;

- d) **Council Policy** means a Council-approved governance document that either provides City Administration with strategic direction on programs and services which impact residents of Calgary or sets standards and processes for City Councillors and their staff;
- e) **Council Policy Program** means the foundational set of standards, processes, templates, measures and reports that are used to develop, measure, review, change, and rescind Council policies;
- f) **Employee** means any person employed by The City and reporting to a City of Calgary business unit, department, the Office of the Chief Administrative Officer, the Office of the Chief Operating Officer, the Office of The Mayor, the City Auditor's Office, the Calgary Housing Company, and the Calgary Police Service, including those working under an employment contract with The City;
- g) **Interested Party** means an internal or external group that has an interest in a policy or standard;
- h) **Minor revision** means a change more extensive than a clerical correction that does not alter direction or intent;
- i) **Policy Lead** means the employee(s), regardless of position title, assigned the responsibility for preparing drafts of new or changed policies and standards or monitoring compliance or outcomes;
- j) **Policy Review Committee** means a committee whose members represent cross-corporate strategies and programs, and who provide feedback on the content and implementation of policies and standards;
- k) **Regulatory Environment** means laws, regulations, treaties, agreements and legislation from external jurisdictions; and
- l) **Rescind** means to withdraw an existing policy or standard in its entirety.

## 6. ASSOCIATED GOVERNANCE

- 6.1 This Administration standard outlines requirements in support of the *Council Policy Program policy*.
- 6.2 Pursuant to the *Procedure Bylaw 35M2017 Appendix B Standing Policy Committees and Executive Committee* may recommend new or revised policies to Council and Council Services Committee will provide policy direction on services provided by Administration for Councillors and their staff.

## 7. HISTORY

Action	Date	Approval	Description
Clerical Correction	2025 Jul 31	Policy Lead	Updated to current template and formatting including changing service references to business unit. Updated Consequences of Non-Compliance section.
New	2025 May 02	Service Director, Corporate Governance	New standard created. Effective: 2025 Jul 31