



**Policy Title:** Administration Policy Program  
**Report Number:** ALT2020-0544  
**Adopted by:** Administrative Leadership Team  
**Effective Date:** July 13, 2020  
**Last Updated:** August 16, 2023  
**Policy Owner(s):** Corporate Governance Service

## 1. PURPOSE

1.1 *The purpose of this Administration Policy is to:*

- a. Ensure Administration Policies are developed in alignment with The City of Calgary's strategic directions and the regulatory and legislative environment in which it operates;
- b. Support good governance and effective oversight by establishing an effective and consistent approach to the development, maintenance and implementation of Administration policies;
- c. Define the roles and responsibilities for developing, amending, rescinding and reviewing Administration Policies; and
- d. Ensure Administration Policies are made available to City of Calgary employees to promote transparency, compliance and accountability.

## 2. POLICY STATEMENT

- 2.1 The City of Calgary (City) is committed to developing and maintaining Administration Policies that facilitate the achievement of strategic objectives, address key risks, and provide transparency, clarity, and consistency in decision-making.
- 2.2 All Administration Policies must be current, compliant with applicable laws and regulations and consistent with other Administration Policies.
- 2.3 All Administration Policies must be developed, approved, amended, rescinded or reviewed pursuant to this Administration Policy and in accordance with associated processes, procedures and guidelines.
- 2.4 Administration Policies must be drafted using the formal Administration Policy Template.
- 2.5 Administration Policies will be formally approved by the Administrative Leadership Team.
- 2.6 City employees are responsible for complying with Administration Policies.
- 2.7 Administration Policies must undergo a formal review every four years.

### **3. DEFINITIONS**

#### *3.1 In this administration policy:*

- a. **“Administrative Leadership Team”** means the most senior group of The City of Calgary administrative officials;
- b. **“Administration Policy”** means a high level-statement that employees must adhere to when performing their duties on behalf of The City. Administration Policies must be approved by the Administrative Leadership Team and have broad application throughout the organization;
- c. **“Administration Policy Framework”** means the framework that sets the processes and procedures for the development, amendment, and rescindment and review of Administration Policies;
- d. **“Administration Policy Library”** means an on-line repository of Administration policies approved by the Administrative Leadership Team;
- e. **“Amendment”** means a substantive change to an existing administration policy;
- f. **“Corporate Governance Committee”** means the Corporate Steering Committee comprised of representatives from The City’s enabling services that have governance responsibilities;
- g. **“Corporate Governance Service”** means the service line responsible for stewardship of the Administration Policy Framework;
- h. **“Council Policy”** means a written policy that has been adopted by Council and provides strategic direction on governance, programs and services provided by The City of Calgary;
- i. **“Diversity and Inclusion Tool”** means a tool for analyzing or diagnosing the impact of the design and implementation of Administration Policies on under-served, marginalized, diverse individuals and groups to identify and potentially reduce or eliminate barriers”;
- j. **“Policy Toolkit”** means the tools, guidelines and information provided to Policy Owners for effective policy development’
- k. **“Policy Owner”** means The City of Calgary service primarily responsible for the development, maintenance and review of an Administration Policy; and
- l. **“Rescindment”** means to withdraw an existing Administration Policy in its entirety.

### **4. APPLICABILITY**

4.1 This Administration Policy applies to all City of Calgary employees.

## **5. LEGISLATIVE AUTHORITY**

5.1 The 2019-2022 Service Plans and Budgets provide the legislative authority for the Corporate Governance Service, which is responsible for the optimization of Administration Policies.

## **6. ROLES AND RESPONSIBILITIES**

6.1 *The Corporate Governance Service is responsible for:*

- a. Tracking the development and review of Administration Policies and for providing overall administration and management of the Administration Policy Framework;
- b. Maintaining the official record of all Administration Policies and managing the Administration Policy Library ensuring the most current versions of approved policies are available;
- c. Designing, implementing, and maintaining the Administration Policy Toolkit for developing, amending, approving, publishing and reviewing Administration Policies;
- d. Providing feedback on the structure, formatting, language and other editorial aspects of draft Administration Policies prior to presentation to the Administrative Leadership Team for approval;
- e. Leading the process for reviewing Administration Policies including facilitating a formal Administration Policy review every four years; and
- f. Providing support to Policy Owners throughout the Administration Policy process while recognizing that different levels of support are needed for the diverse City of Calgary Services and Business Units.

6.2 *The Policy Owner is responsible for:*

- a. Identifying the need for new or amended Administration Policies in conjunction with the Administrative Leadership Team and Corporate Governance Service;
- b. Monitoring The City's regulatory and legislative environment to ensure Administration Policies align to external legislative requirements;
- c. Developing, amending, rescinding, reviewing and monitoring Administration policies in accordance with the established processes and procedures developed by the Corporate Governance Service;
- d. Consulting with stakeholders;
- e. Determining areas of overlap in existing and new Administration Policies and making recommendations to rescind where necessary;
- f. Communicating and developing training and educational support to ensure Administration Policies are understood by all who need to know; and

- g. Developing appropriate methods for monitoring and enforcing compliance and ensuring that employees are aware of compliance requirements.

6.3 *The Administrative Leadership Team is responsible for:*

- a. Identifying the need for new or amended Administration Policies in conjunction with Policy Owners and the Corporate Governance Service;
- b. Approving and supporting all Administration Policies;
- c. Ensuring implementation plans are appropriate when approving new or amended Administration Policies;
- d. Addressing compliance issues identified; and
- e. Denying a request for a new Administration Policy, as well as authorizing the elimination of Administration Policies proposed for Rescindment.

6.4 *The Corporate Governance Committee is responsible for:*

- a. Reviewing, providing guidance on, and endorsing newly written and amended Administration Policies to ensure they reflect The City’s strategic objectives, best practices and/or changes in applicable laws and regulations;
- b. Providing feedback on Administration Policies to ensure the policy statements and purpose are clear, that the plan for implementation is sound, and for completeness, clarity, and consistency; and
- c. Identifying potential risks, interdependencies, costs and gaps in current Administration Policies.

**7. CONSEQUENCES OF NON-COMPLIANCE**

7.1 Failure to adhere to this administration policy may result in disciplinary action in accordance with the Labour Relations Policy (HR-LR-002).

**8. HISTORY**

<b>Policy Action</b>	<b>Date</b>	<b>Report Number</b>	<b>Description</b>
Minor Revision	August 16, 2023	n/a	Removed appendix; updated accountability section
New Policy	July 13, 2020	ALT2020-0544	New policy approved by ALT