



GOVERNANCE STANDING POLICY COMMITTEE REPORT

Title Council Policy Priorities Update for Q2 Governance SPC

Meeting Date June 27, 2024

Submitted By Darrell Mathews, Chief Financial Officer and Treasurer

Summary

As per the approved Council & Administration Policy Update Report from May 7th Economic and Finance SPC, this is the first collection of policies requiring approval from Council. The policies submitted for approval are prepared in the attachment labeled Policy Compilation for June 27th 2024 Governance SPC.

These policies were reviewed by Administration and have been determined to have no changes required by the respective departments who implement these policies.

Council may decide to approve the updates to all these policies below or select one or more to be pulled out of the resolution.

Governance Code	Policy Name
CC-02	Financial Services
CC-03	Human Resources
CC-04	Information & Technology
CC-05	Procurement
CC-07	City Council Orientation
CC-10	City Council Remuneration & Benefits
CC-17	City Manager Performance Review
CC-22	Facilities Capital Investment Recognition
CC-23	Parkland & Roadway Special Event
CC-27	Monuments
CC-28	Community Events Support Program
CC-30	Public Art
CC-31	Sport and Recreation
CC-33	Historic Places
CC-34	Snow and Ice Control
CC-36	Vehicle Idling Reduction
CC-47	Community Not-For-Profit Emergency Funding

CC-51	Environment
CC-54	Waste Diversion
CC-55	Major Community Event Hosting
CC-58	Key to the City
CC-59	Request for Letter of Support
CC-62	Facility Divestiture
CC-66	Joint Ventures
CC-67	Honorariums for Boards, Committees, and Commissions

Recommendation(s)

That the Governance Standing Policy Committee recommends that Council:

1. Approve the list of policies as presented.
2. Identify any individual policies not to be approved at this time and provide direction to Administration on necessary changes, while approving the remaining policies.

Financial

None.

Background and Prior Decisions

As noted within CC-01 Policy Development, Implementation, and Evaluation, policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the roles and responsibilities of City Council, City Administration and Special Purpose Bodies with respect to policy development, implementation of policies, and evaluation of policy effectiveness and to establish a consistent approach, through an established format and clearly articulated definitions and procedures.

City Council, approves policies in the following categories:

- Policies of broad public importance that deal with long term issues on matters concerning the goals and priorities of the community (Strategic Policies)
- Policies that generally describe the approaches and outcomes City Council expects Administration to achieve (Framework Policies)
- Policies that articulate the manner in which City Council, Administration and Special Purpose Bodies will perform their functions (Procedural Policies)

City Council shall establish a consistent approach to, and a philosophical framework for the development, implementation, and evaluation of City Council policies.

This process will allow the City of Lethbridge to have well-articulated and understandable policies and related procedures. Policies and procedures will be maintained centrally, and accessible and City Council policies will be reviewed once a term.

To administrate this requirement, in July 2023, the Finance & Corporate Performance's Risk & Controls workgroup officially launched the corporate policy review program.

May 7, 2024:

Submission to the Economic and Finance SPC provided a status update on the policy review process. This included the creation of the Corporate Policy Framework, a refresh of policy templates, and the development of an automated approval workflow.

Ongoing: Identification and revision of over 200 Council and Administration policies and procedures, with 26 Council policies being prepared for SPC review, 51 policies for rescindment, 59 new policies or procedures in development, and 38 needing updates.

Current: Major updates to the Human Resource, Risk Management, and Safety, Health, & Wellness policies to consolidate 41 policies into six core policies with associated procedures.

Engagement

Phase 1: The Risk and Controls workgroup completed information gathering sessions with 14 departments to determine the status and revision requirements of Council and Administration policies and procedures.

Phase 2: The Risk and Controls team will work with departments to determine the timing of policies for review over the business cycle, creating a perpetual ongoing review schedule for all policies that align with corporate and departmental availability. This includes identifying blackout periods around budget, corporate projects, or departmental annual operational requirements.

Phase 2 Activities:

- Receive confirmation from departments on policies completed from the last round of review and ensure they are queued into the review cycle based on proposed dates.
- Address policies that only required template updates and are not in need of content changes, queuing them into the review and approval process.
- Determine if any new policies need to be developed and when they can be scheduled into the review cycle based on a prioritization matrix.
- Receive direction from Council on the timeframes and prioritization of Council policies.
 - Council Administrative Policy and Procedure Update By Category

Council Administrative Policy and Procedure Update By Progress

Recommendation and Option(s) Analysis

Following the approval of the Council Policy Implementation Plan on May 7th by the Economic and Finance SPC, this report provides an opportunity for Council to review the council policies that have been reviewed by the respective policy owners and have been deemed as not requiring updates at this time, in order to queue these policies for their next regularly scheduled review period in 4 years.

Attachment(s)

1. Compilation of Council Policies for June 27 2024 Governance SPC
2. Council Policy CC-01, Policy Development, Implementation, & Evaluation
3. Council Administrative Policy and Procedure Update By Category
4. Council Administrative Policy and Procedure Update By Progress

Link(s)

None.

Approvals

Department Director: Darrell Mathews

City Manager: Lloyd Brierley