

COUNCIL POLICY

POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION



CITY OF
Lethbridge

Policy Number: CC-01
 Approved by: City Council
 Effective Date: May 12, 2014
 Next Revision Date: May 12, 2018
 Policy Owner: Treasury and Financial Services

PURPOSE

The Council of the City of Lethbridge has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community. 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.

DEFINITIONS

Term	Description
<u>Approved</u>	Identified by the policy number and date on which final approval was given by City Council or the City Manager
<u>Definitions</u>	Further explanation for clarity or setting of boundaries regarding what is included or excluded
<u>Policy</u>	Statement of intent that provides clear and authoritative direction
<u>Procedures</u>	Instructions on how to carry out the intent of City Policy
<u>Purpose</u>	Explanation of the issue or need that resulted in the formulation of the policy
<u>References</u>	Any relevant Bylaw, Collective Agreement or City of Lethbridge policies or documents
<u>Responsibilities</u>	Identification of who is responsible for the development, approval, implementation, training, monitoring and may include the delegation of responsibilities to the City Manager, or designate, or to City Council Committees
<u>Revised</u>	Tracking system of the dates on which revisions to the policy were approved

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<u>Special Purpose Body</u>	A committee, board, or commission which is established under the legislated powers of the City but has their own constitution or bylaws, current ones being Galt Museum & Archives, Library, and Regional Police Commission
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POLICY STATEMENT

The City of Lethbridge will have well-articulated and understandable policies and related procedures. Policies and procedures will be maintained centrally and accessible.

Council Policies

1. 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)
2. City Council shall establish a consistent approach to, and a philosophical framework for the development, implementation and evaluation of City Council policies.
3. Council policies are to be followed by all City Council members and employees.
4. Special Purpose Bodies are subject to these policies unless specifically exempted. While Special Purpose Bodies may create policies applicable to their own area of operation, these policies must be consistent with Council policies.

Administrative Policies

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1. The City Manager approves and maintains broad based Administrative Policies that are operational in nature. Each group of Administrative Policies will be supported by a Framework Policy in which City Council sets overall direction for the applicable area.
2. Administrative policies are to be followed by all employees.
3. Special Purpose Bodies are subject to these policies unless specifically exempted. While Special Purpose Bodies may create policies applicable to their own area of operation, these policies must be consistent with Administrative Policies.

RESPONSIBILITIES

City Council shall:

- a. Consider key issues for City Council policies and direction action to create policy recommendations
- b. Ensure policies address issues within the realm of governance, such as but not restricted to legal liability, financial accountability, functions of City Council, and the public image of the City of Lethbridge and its City Council
- c. Approve new City Council policies
- d. Review existing City Council policies once a term

City Manager shall:

- a. Consider key issues for Administrative Policies and direction action to create policy recommendations
- b. Approve administrative policies consistent with City Council policies
- c. Review administrative policies on a regular basis and receive feedback from those affected to ensure continued relevance and effective implementation
- d. Implement or delegate the implementation of Council and administrative policies to those best suited to undertake the implementation
- e. Consider key issues for City Council policies and prepare options/recommendations for City Council to review

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Directors/Business Unit Managers shall:

- a. Implement policies
- b. Periodically review all policies and procedures, in area of responsibility, to ensure that they are current and prepare amendments when required
- 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. Determine need, prepare draft policy and circulate to affected stakeholders
- e. Advise City Clerk's Office of proposed new amended policies
- f. Submit proposed or amended policies to the City Manager for submission to City Council for their review, approval and/or information
- g. Consult with Special Purpose Bodies that will be affected by a City of Lethbridge policy

City Clerk's Office shall:

- a. Facilitate the creation, discussion and research of policies
- b. Provide initial direction, assistance and advice with regard to the policy format
- c. Ensure proposed or amended policies are in conformance to a common format (See Appendix A)
- d. Establish, maintain and control the numbering, indexing and distribution system
- e. Ensure policies receive either City Council or City Manager approval
- f. Distribute, post to the web and ensure a copy of the policy manual is available in the City Clerk's Office
- g. Maintain corporate policy manual
- h. Within six months after a municipal election, initiate a review of the City Council policies

Special Purpose Bodies shall:

- a. Unless specifically exempted from the operation of policy, adopt the City of Lethbridge policy; with such amendments as are necessary to reflect the organizational structure of the Special Purpose Body

PROCEDURES

1. City Council or City Manager may initiate suggestions for policy development

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2. Business Units shall prepare proposed policies and amendments to existing policies, when they recognize a need in accordance with the specifications and formats prescribed herein
3. City Clerk shall ensure that policies adhere to format and receive City Manager or City Council approval
4. City Clerk to ensure appropriate distribution of policies and shall maintain policy records
5. City Clerk shall make copies available to City Council, Employees, Special Purpose Bodies and the Public

POLICY REVIEW

This policy shall be reviewed by city council, once per term, as stipulated in *CC1 Policy Development, Implementation, And Evaluation*. The policy or associated procedures may be reviewed sooner if required due to changes in the business or risk environment.

SUPPORTING REFERENCES AND RESOURCES

- Appendix A (Policy Template)

REVISION HISTORY

Review Date	Description
Mar. 8, 2004	New Document (Policy Development)
Jun. 9, 2008	Revised & Renamed
May 12, 2014	Described City Council and Administrative Policies processes and applied new definition of Special Purpose Body