

	<b>COUNCIL POLICY</b>	<b>Policy No.:</b> CP-1038-22
		<b>Approved By:</b> Council
		<b>Effective Date:</b> June 1, 2022
		<b>Resolution No.:</b> RCM113-22
		<b>Department:</b> Corporate Services / City Clerk's Office

## POLICY GOVERNANCE FRAMEWORK

### POLICY STATEMENT

Policies are created to set out a standard of performance or to address a discretionary duty the City will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service to which the City will perform. City of Spruce Grove policies will be developed and approved using two separate tiers of authority.

#### 1. PURPOSE

- 1.1 To provide a framework for developing and classifying City policies into either Council Policies or Administrative Policies.

#### 2. DEFINITIONS

- 2.1 "Administrative Policy" means a Policy that focuses on how the City does business within its own operations. These Policies:
  - (a) are internal in nature;
  - (b) deal strictly with administrative matters;
  - (c) relate directly to the operations of the City; and
  - (d) generally impact only City employees.

Administrative Policies are approved by the City Manager.

- 2.2 "City" means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.3 "Council Policy" means a Policy that focuses on City residents, business and the general public and their relation to the City or City facilities or on standards Council sets for themselves. These Policies:

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- (a) Outline services and/or programs performed by the City;
- (b) Relate to areas of governance;
- (c) Provide strategic direction; and
- (d) Generally impact the City as a whole.

Council Policies are approved by Council.

2.4 "Policy" means a document that dictates a specific position and related course of action for the City to follow. Policies provide a framework for the delegation of decision making authority, a clear direction and a consistent approach. Policies include both Council Policies and Administrative Policies.

### 3. RESPONSIBILITIES

#### 3.1 Council:

- (a) must approve Council Policies; and
- (b) may provide direction to the City Manager for the development or amendment of Council Policies.

#### 3.2 City Manager must:

- (a) recommend proposed Council Policies to Council;
- (b) recommend proposed amendments to Council Policies to Council;
- (c) ensure all approved Council Policies are communicated to the public;
- (d) approve Administrative Policies;
- (e) ensure all approved Council and Administrative Policies are implemented and adhered to by staff;

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- (f) act as the final authority to designate a policy as either a Council Policy or an Administrative Policy; and
- (g) ensure Policies are reviewed and reported on in accordance with the Bylaw and Policy Review Program Policy.

**4. RESCISSION OF POLICY 1,000**

4.1 Policy 1,000 – City Policy Development is hereby rescinded.

**RELATED DOCUMENTS**

City Manager Bylaw  
 Bylaw and Policy Development Framework Policy  
 Bylaw and Policy Review Program Policy

<b>APPROVAL</b>	
Mayor <u>Original signed by Mayor Acker</u>	Date <u>May 30, 2022</u>