



COUNCIL REPORT

Policy C-700: Council Policy on Council Policies

Electoral Division: All

File: N/A

Date:	May 28, 2024		
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Department:	Legislative Services		
Approved by:	<input checked="" type="checkbox"/> Executive Director / Director	and/or	<input checked="" type="checkbox"/> Chief Administrative Officer

REPORT SUMMARY

The purpose of this report is to present amendments to *Policy on Council Policies C-700* for Council's consideration. *Policy C-700*, originally adopted in 2019, governs the creation, adoption, and review of Council policies at Rocky View County.

ADMINISTRATION'S RECOMMENDATION

THAT Council approve the amended *Policy on Council Policies C-700* as presented in Attachment A.

BACKGROUND

Pursuant to sections 153(b) and 201(1) of the *Municipal Government Act*, Council is responsible for developing and evaluating the various policies and programs of Rocky View County. Council policies help guide Council's decision-making in a consistent, transparent manner. They are primarily intended to provide guidance to Administration on the delivery of County programs, services, and land use matters, address external and/or publicly focused issues, and govern the roles and responsibilities of Council. This supports good governance and accountability to both the public and the County as a whole. Council policies are made available for the public on the County website.

The current version of *Policy C-700* was adopted by the Governance & Priorities Committee (GPC) in February of 2019 to replace a previous policy that reflected practices that no longer applied.

Administration has identified an opportunity to present updates to *Policy C-700* for Council's consideration to reflect current standards and practices for Council policy development.

ANALYSIS

Policy C-700 establishes a framework for the development, evaluation, and management of Council policies. The proposed amendments build on this framework by more clearly defining the roles and responsibilities of Council and Administration for policy development, as well as the types of decisions typically enacted through Council policy.

The framework for Council's decision-making with respect to Council policies remains unchanged; that is, Council may adopt, repeal, and amend any Council policy, or direct Administration to review an existing Council policy or develop a new Council policy.

A review of comparable peer municipalities demonstrated that a municipal council-approved policy to guide policy development and maintenance is commonplace and in keeping with best practices.

Policy C-700: Council Policy on Council Policies

The current version of *Policy C-700* Council to delegate its Council policy decision-making authority to a Committee of Council, as was done with GPC. However, no Council policy decisions have been made in this manner since June of 2019. Although Council has delegated some governance responsibilities to the Governance Committee (GC), including providing guidance on Council policies, GC has not been delegated Council's authority to make Council policy decisions. Therefore, it is recommended that this section is updated to reflect current practice.

In some circumstances, it may be expedient for Administration to make non-substantive clerical or typographical adjustments to Council policies, for example, to accommodate name changes to a Council Board or Committee, position title, or County department, or render a published Council policy consistent with the County's branding guidelines and visual identity. This draft of *Policy C-700* has been updated to allow such changes to be made without a resolution of Council, at the discretion of the Chief Administrative Officer. Any substantive changes, such as those which alter the purpose, intent, or scope of a Council policy must be brought to Council, which is aligned with current County practice.

There may be instances in which Administration has reviewed a Council policy but does not recommend substantive changes. Proposed updates to *Policy C-700* will allow the Chief Administrative Officer to inform Council of this outcome without a resolution of Council.

The current version of *Policy C-700* is included in Attachment B. A table summarizing the notable changes to *Policy C-700* is included in Attachment C.

COMMUNICATIONS / ENGAGEMENT

No communication or engagement is required. Updates to Council policies on the County website will continue as they are amended or repealed by Council.

IMPLICATIONS

Financial

There are no financial implications anticipated.

Political

The County may be subject to significant reputational and/or legal risk should Council policies not be developed and implemented or reviewed/maintained in an appropriate and timely manner.

STRATEGIC ALIGNMENT

Sections 153(b) of the *Municipal Government Act* requires that Councils develop and evaluate policies and programs of the municipality, and section 201(1) states that a municipal council is responsible for developing and evaluating the policies and programs of the municipality.

ALTERNATE DIRECTION

Administration does not have an alternative direction for Council's consideration.

ATTACHMENTS

Attachment A: Proposed *Policy on Council Policies C-700*

Attachment B: Current *Policy on Council Policies C-700*

Attachment C: Table of Notable Changes