

Definitions and Comparison of Administrative Directive and City Policy

City Policy, Administrative Directives and Administrative Procedures are described in City Policy A1402 and at www.edmonton.ca/city_government/city_organization/policies-directives.aspx. This attachment summarizes that information.

City Policy and Procedures:

City Policies are Council statements that set discretionary duties or standards of performance for the City. They are often accompanied by a set of Procedures for Administration to follow to implement the Policy.

A City Policy is “a statement that provides guidelines employees can follow consistently without referring to higher levels of Authority. Accordingly, policy provides a framework for the delegation of decision making, eliminates misunderstandings, reduces uncertainties and serves as a basis for directing all employees toward the achievement of long term objectives and short term goals.” (Policy A1402)

Administrative Directives and Procedures:

Directives are general statements that guide the operation and internal work processes of Administration. Procedures are steps required to follow the directive, and outline the assignment of responsibilities.

Administrative Directives are statements from the City Manager aimed at Administrative operations and are intended to address recurring issues or deal with matters that affect employees. Administrative Directives are under the authority of the City Manager and are not approved by City Council.

Administrative Directives and Procedures apply to all City employees and may also apply to persons working on behalf of the City, such as contractors and consultants.

The relationship between policy and procedure or directive and procedure should be clear. Policies and directives establish guidelines, where procedures provide the vehicles for implementing those policies and directives.