

## City Administration Directives Review

### Recommendation:

That the December 18, 2012, Corporate Services report 2012COL011, for information.

### Report Summary

**The LRT Governance Board (“Board”) must comply with all City Administrative Directives, unless the Board resolves to exempt the LRT Project or itself from a particular Administrative Directive. This report provides an overview of City Administrative Directives.**

### Report

Administrative Directives are general statements approved by the City Manager. They guide the operation and internal work process of Administration. Administrative Directives apply to all City employees and may also apply to persons working on behalf of the City, such as contractors and consultants.

The Board must comply with all City Administrative Directives, unless the Board resolves to exempt the LRT Project from a particular Administrative Directive, under section 7(1) of LRT Governance Bylaw 15659. Where the Board resolves to exempt the LRT Project from a particular Administrative Directive, it must report this exemption to Council as part of its semi-annual report.

The Board may globally exempt the LRT Project from a particular Administrative Directive, or it may assess exemptions on a case by case basis, as

recommended by Administration or on its own initiative.

Attachment 1 outlines all Administrative Directives. The Administrative Directives which will be of particular interest to the Board include:

1. A1428A (Contracting with Parties who have a Dispute with the City): this directive establishes guidelines for contracting with parties who have a dispute with the City.
2. A1405 (Energy Management): this directive establishes guidelines for proper energy management practices to be followed throughout Administration.
3. A1454 (Fraud): this directive establishes guidelines for the prevention, detection, reporting and investigation of suspected fraud within the City.
4. A1442 (Information Technology Hardware & Software – Non Standard Request): this directive establishes guidelines for requesting non-standard information technology hardware and software which is intended to be connected to the City’s computing environment.
5. A1441 (Lease Financing): this directive establishes guidelines to assist in selecting the appropriate financing method for required tangible assets.
6. A1446 (Media Relations Management): this directive establishes guidelines for the coordination of media relations.
7. A1416 (Operating and Maintaining City Vehicles or City Equipment): this directive establishes guidelines for the issuance of City Driver/Operator Permits and for the

- operation of City vehicles or City equipment.
8. A1424A (Project Management for Projects): this directive establishes guidelines for managing the scope, quality, time, cost, risk and human resources of corporate projects.
  9. A1448 (Public Involvement): this directive establishes guidelines for City sponsored public involvement processes.
  10. A1439B (Purchasing Goods Services and Construction): this directive establishes guidelines for purchasing goods, services and construction.
  11. A1435 (Video Surveillance in Public Areas): this directive establishes guidelines for corporate surveillance measures and policies.

By virtue of the fact that City employees will be reporting to the Board, many Administrative Directives applying to City employment generally will also be applicable. A list of some of the more pertinent employment related Administrative Directives are attached as Attachment 2.

At this time, Administration makes no recommendation for Administrative Directive exemptions.

### **Policy**

LRT Governance Board Bylaw 15659

### **Attachments**

1. List of City Administrative Directives
2. Administrative Directives Employment Review

### **Others Reviewing this Report**

- R. Boutilier, General Manager  
Transportation Services