



CITY POLICY

POLICY NUMBER: C518B

REFERENCE:

City Council April 11, 2006
City Council December 5, 2017

ADOPTED BY:

City Council April 24, 2018

SUPERSEDES:

C518A
C518

PREPARED BY:

Office of the City Manager

DATE: April 24, 2018

TITLE: Council Initiatives

Policy Statement: Council Initiatives are constituted by Council with the goal of improving certain aspects of Edmonton's future. These are initiatives that Council deems would benefit from having a Councillor as a sponsor.

The purpose of this policy is to: provide a governance model for Council Initiatives, including the process Council and Administration will follow.



CITY PROCEDURE

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1. DEFINITIONS

- a. Council Initiative - An initiative constituted by Council with the goal of improving certain aspects of Edmonton's future, to which Council assigns up to two Members of Council as sponsors.
- b. Council Sponsor – Operating within the mandate of the initiative, and informed by policies, practices and Council direction, a Council Sponsor is up to two Councillors appointed to a Council Initiative to: advocate for and report on the initiative at meetings of Council or Standing Committees and work with Administration in moving an initiative forward based on the approved terms of reference and work plan. As the initiative evolves, the role of a Council Sponsor may include one or more of the following activities throughout the term of appointment:
 - i. Liaison – a liaison facilitates a close working relationship between Council and Administration. Duties may include keeping Councillors apprised of initiative progress and relating questions from Councillors to Administration.
 - ii. Advisor – an advisor provides advice to Administration assigned to the initiative. Duties may include providing clarification on the initiative's mandate to Administration and providing advice to administrative committees developed under the initiative.
 - iii. Advocate – an advocate publicly supports the work of the initiative. Duties may include discussing the initiative with other orders of government, when it is approved by Council, and, upon Administration's or Council's request, appearing as a spokesperson during media launches or public presentations.

2. PROCEDURES

- a. Council will determine the initiatives it wishes to pursue by motion.
- b. Council will assign no more than two Councillors to work on a Council Initiative as the Council Sponsor(s).
- c. The City Manager will assign Administrative support to the initiative.
- d. Terms of reference:
 - i. Administration, in consultation with an initiative's sponsors, will develop the terms of reference of the initiative.
 - ii. Terms of reference for each initiative will be developed at the beginning of an initiative and brought to Council for approval.
 - iii. Terms of reference for initiatives that are continuing after the beginning of a new Council

- term will be reviewed and amendments will be brought to Council for approval.
- iv. Should amendments to terms of reference be needed at any point during a Council term, the amendments will be brought to Council for approval.
 - v. Terms of reference will include timelines, budget, objectives, outcomes, and parameters around community, external, and intergovernmental engagement.
 - e. Once established by Council, Administration will include Council initiatives in subsequent business plans and budget.
 - f. Reporting on Council Initiatives will:
 - i. Be led by the sponsor(s) for the initiative and supported with a written report developed by Administration;
 - ii. Occur at the appropriate Standing Committee twice in each calendar year, except for reporting in the fourth year of a Council term, which will occur once and at a meeting of Council.
 - iii. Reporting to Council in the fourth year of a Council term will include discussion around future steps for current initiatives, new initiatives, and which initiatives can be closed because required policy and administrative changes have been implemented or the initiative has been successfully completed.

3. AUTHORITY

- a. A Council Initiative does not delegate authority to an individual Councillor.
- b. Once Council has approved an initiative's terms of reference, the City Manager will implement the actions required to fulfill the initiative's mandate.