

CITY OF SASKATOON COUNCIL POLICY

NUMBER
C02-001

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| POLICY TITLE <i>Policy Development</i> | ADOPTED BY: <i>City Council</i> | EFFECTIVE DATE <i>January 3, 1989</i> |
| | | UPDATED TO <i>September 18, 2006</i> |
| ORIGIN/AUTHORITY <i>Clause D2, Report No. 1-1989 of the City Commissioner and Clause A1, Legislative Report No. 15-2006</i> | CITY FILE NO. <i>CK-115-0</i> | PAGE NUMBER <i>1 of 2</i> |

1. PURPOSE

To facilitate efficient, effective, and consistent decision making through formal documentation, approval and distribution of City Council Policies and to facilitate delegation of decision making.

2. DEFINITIONS

2.1 City Council Policy - a clear and brief statement(s) of City Council's position on an issue of significant interest or concern to some or all residents of the City. Council policies provide broad direction to the Administration for the delivery of civic programs. Such policies also outline the scope of authority and responsibility of City Council, Standing Committees of Council and the Administration.

2.2 Senior Management Committee - shall mean the City Manager, General Managers, City Solicitor and City Clerk.

3. POLICY

All City Council Policies will be documented by the Administration in standard format, including the general areas of purpose, definitions, policy and responsibilities. These policies must be forwarded to City Council for approval, through the appropriate Standing Committee of Council. Approved policies will be distributed by the City Clerk's Office to the Administration and to members of City Council.

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4. RESPONSIBILITIES

4.1 General Managers - shall be responsible for:

- a) Carrying out research, documenting and reporting on all proposed policies and policy revisions; and
- b) Referring proposed policies or policy revisions to the Senior Management Committee and the appropriate Standing Committee(s) for review.

4.2 City Clerk's Office – shall be responsible for:

- a) Proposing updates to this policy; and
- b) Distributing approved policies to all policy manual holders.

4.3 Standing Committees of Council - shall be responsible for:

- a) Reviewing proposed policies and policy revisions and referring such policies to City Council for approval.

4.4 City Council - shall be responsible for:

- a) Approving any new City Council policies or policy revisions as recommended by the Standing Committees of Council.