



CITY POLICY

POLICY NUMBER: C518

REFERENCE:

ADOPTED BY:

City Council
11 April 2006

SUPERSEDES: New

PREPARED BY: Office of the City Manager

DATE: 21 March 2006

TITLE: Council Initiatives

Policy Statement: Council Initiatives are specific projects initiated and approved by Council with the goal of improving certain aspects of Edmonton's future. These are projects 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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AUTHORITY: City Council

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1) DEFINITIONS

Council Initiative is a specific project(s), initiated and approved by Council, and to which Council assigns one or more Member(s) of Council as a project sponsor.

2) PROCEDURES

- a) Council will determine the initiative it wishes to pursue by motion.
- b) Council will assign a Councillor or Councillors to work as a liaison, advisor or advocate on a Council initiative.
- c) The City Manager will assign Administrative support to the initiative.
- d) Administration will develop Council Initiative terms of reference.
- e) Administration will liaise with the Councillor or Councillors assigned.
- f) Terms of reference will be forwarded to Council or Committee for approval. Terms of reference will include timelines, budget objectives, outcomes and reporting requirements.
- g) Once established by Council, Administration will include Council initiatives in subsequent business plans and budget.
- h) Council will hold one City Council meeting each year for the purpose of:
 - i) Discussing the status of future steps for current Council initiatives.
 - ii) Determining which Council initiatives can be closed because required policy and administrative changes have been implemented or the initiative has been successfully completed.
 - iii) Providing direction on new initiatives.

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.