



<b>Statement of Policy and Procedure</b>			
Department:	City Clerk's Office/City Manager's Office	Policy No.	
Section:	City Clerk's Office/City Manager's Office	Issued:	
Subject:	<b>Collaborative Groups Policy</b>	Effective:	
Council Resolution # and Date:			
		Replaces:	
Issued by:	Savannah Price, Acting City Clerk	Dated:	
Approved by:	Craig Guidinger, Acting City Manager		

## **1 POLICY**

- 1.01 The City of Prince Albert is committed to ensuring that Collaborative Groups (Groups) operate effectively, transparently and in compliance with relevant legislation and records management practices, while providing valuable input to support the City's strategic priorities.
- 1.02 Groups shall have no delegated authority, shall not make decisions binding on the City, shall not direct Administration, shall not commit or expend municipal funds unless approved by Council resolution.
- 1.03 Groups shall not be used to materially advance or decide matters that would normally be considered at a meeting of Council or a Council Committee.
- 1.04 Groups do not represent the official position of the City and shall not communicate recommendations, commitments, or positions on behalf of the City unless authorized by Council or the City Manager.
- 1.05 No group involving members of Council or City Administration shall be established to address municipal matters unless it has been approved in accordance with this policy.
- 1.06 Groups are not intended to replace or replicate the role of Council.

## 1.07 Guiding Principles

In establishing and operating groups, the City will be guided by the following principles:

- a. Groups shall have a clearly defined mandate and objective and shall be reviewed annually to confirm the group remains necessary and aligned with the City's Strategic Plan.
- b. Groups operate in an advisory capacity only.
- c. Groups should support Council priorities or administrative initiatives.
- d. Groups should avoid duplication of existing groups or governance bodies.
- e. City resources shall be used responsibly and efficiently.

## 2 PURPOSE

- 2.01 To establish the framework for the creation, operation and accountability of groups established by Administration or Council. The objective of this policy is to provide clear guidelines on the formation, roles, and responsibilities of these groups, which operate in an informal and advisory capacity to support the City's Strategic Plan.

## 3 SCOPE

- 3.01 This Policy applies to all groups established by Administration or Council that involve members of Council, City Administration, or external stakeholders.
- 3.02 Groups may be formed to support project work, consultation, collaboration, operational coordination, or stakeholder engagement related to City programs, services, facilities, or strategic priorities in alignment with the City's Strategic Plan.
- 3.03 Groups established under this policy do not constitute formal committees of Council and do not have decision-making authority.
- 3.04 This policy does not apply to:
- Committees formally established by Council resolution.
  - Boards governed by separate legislation.
  - Internal departmental meetings conducted for routine operational purposes.

## **4 RESPONSIBILITY**

- 4.01 The City Manager, or designate, is responsible to review and approve Group Applications and Terms of Reference.
- 4.02 The City Manager's Office is responsible to maintain a register of all approved groups.
- 4.03 The City Clerk, or designate, is responsible to maintain a record of approved Terms of Reference and communicate with members of Council of any new group established.
- 4.04 The Sponsor is responsible for initiating the group, ensuring the mandate remains relevant, and acting as the liaison with the City Manager's Office.
- 4.05 The Administrative Lead coordinates meetings, ensures documentation of key outcomes, and provides updates to the Sponsor or City Manager's Office, as required.

## **5 DEFINITIONS**

- 5.01 "**Collaborative Groups**" means a group established by Administration or Council for the purpose of collaboration, consultation, coordination, or project work related to city programs, services, facilities, or strategic initiatives. This may include working groups, advisory groups, task groups, operational user groups, tables, forums, or similar bodies.
- 5.02 "**Sponsor**" means the member of Council or Administration responsible for initiating the group and acting as the primary liaison with the City Manager.
- 5.03 "**Administrative Lead**" means the city employee assigned responsibility for coordinating the activities and reporting of the group.
- 5.04 "**External Stakeholder**" means any individual, organization, or group outside of City Council and City Administration that has an interest in, is affected by, or may provide input on city programs, services, facilities, or initiatives.
- 5.05 "**Terms of Reference**" means the formal document established following approval of a group that defines the group's finalized mandate, purpose, membership, reporting structure and term, in alignment with this policy.

## **6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

- 6.01 Procedure Bylaw No. 24 of 2021 – Formal Committee Procedures.
- 6.02 Records and Retention Bylaw No. 2 of 2003 – Retention requirements once groups are dissolved.

## **7 PROCEDURE**

### **7.01 Formation of a Collaborative Group**

- a. Any request to establish a group must include a completed Application (Appendix A) and be submitted to the City Manager's Office.
- b. Groups must be formed where:
  - The matter does not require a formal Committee established by Council.
  - The work has a defined purpose or operational objective.
  - Administration resources are available to support the group.
- c. Groups must align with the intent and principles outlined in Section 1.

### **7.02 Approval of Collaborative Group**

- a. The City Manager, or designate, reviews the Application Form and may consult with Administration or Council.
- b. Approval or denial is communicated with rationale.
- c. Upon approval of a Collaborative Group, a formal Terms of Reference (Appendix B) shall be completed by the Sponsor and Administrative Lead to confirm the group's structure, roles, and expectations. A copy of the Terms of Reference shall be sent to the City Manager's Office for approval. Once approved, the Terms of Reference will be provided to the City Clerk's Office for record-keeping and communication purposes.

### 7.03 Reporting

- a. Administration provides quarterly internal updates to the City Manager's Office.
- b. The City Manager, or designate, may report on groups to Council where the subject matter relates to Council priorities, strategic initiatives, or matters requiring Council awareness.
- c. Members of Council may provide updates on any group they are a part of during the Mayor and Councillors' Forum section of the Council Agenda.
- d. The City Clerk's Office shall keep all final Terms of Reference documents (Appendix B) for corporate record keeping purposes.

### 7.04 Communication

- a. The City Clerk's Office advises Council of any new groups formed.
- b. Groups shall not communicate positions, recommendations, or statements on behalf of the City unless authorized by Council or the City Manager.

### 7.05 Dissolution

- a. Each group shall be reviewed annually by the Sponsor or Administrative Lead to determine whether the group remains necessary and aligned with the Strategic Plan.
- b. Groups may continue beyond the initial mandate where an ongoing operational purpose exists.
- c. Council or Administration may dissolve a group at any time by notifying the City Manager's Office.

### 7.06 Membership Rules

- a. Groups may include:
  - Members of Council
  - City Administration
  - External stakeholders, if appropriate.

- b. Membership should:
- Be limited to individuals necessary to fulfil the mandate.
  - Be identified in the Terms of Reference document.
  - Include an Administrative Lead when support is required.
- c. Members of groups are expected to conduct themselves in a respectful, professional and constructive manner. Where a member's conduct is disruptive, inappropriate, or inconsistent with the expectations of the group or this policy, the Sponsor in consultation with the City Manager may remove that individual from the group.

#### 7.07 Meetings

##### Groups:

- Meet on an as needed basis.
- Do not operate under formal committee procedures.
- Are not required to maintain formal meeting minutes; however, key outcomes or action items should be documented by the Administrative Lead for reporting purposes.

# COLLABORATIVE GROUPS APPLICATION

## APPENDIX A

### Step 1: Initial Screening

Before completing this application, consider the following questions:

- Is there a clearly defined purpose and objective for the proposed collaborative group?
- Does the issue require collaboration and responsibility by multiple departments and/or work units?
- Is this a time-limited project or strategic initiative outside of routine operations?
- Would not forming a group create duplication, confusion, or lack of coordination?
- Does the group align with the City's current Strategic Plan?

#### Guidance:

If you answered "Yes" to the above questions, complete the below form and submit to the City Manager's Office at [cmanager@citypa.com](mailto:cmanager@citypa.com).

If you answered "No" to more than one of the above questions, the matter likely does not require a collaborative group and can be addressed through regular meetings or existing administrative processes.

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### Step 2: Application

#### 1. GROUP NAME

Name of the proposed group.

#### 2. SPONSOR

- Member of Council
- Administration

Name:

Department (if applicable):

#### 3. PURPOSE AND MANDATE

Clearly describe the reason for the group's formation and its intended outcomes:

- The issue, opportunity, or need being addressed
- The overall objective of the group

- The desired outcomes or results

#### **4. SCOPE**

Define the boundaries and general functioning of the group:

- Key activities and responsibilities
- What is included and excluded from the group's work
- Any limitations on the group's authority
- General approach to operations (e.g., expected meeting frequency, coordination approach)

#### **5. MEMBERSHIP**

Proposed participants:

- Council members
- Administration
- External stakeholders/subject matter experts (if applicable)

#### **6. BUDGET/FINANCIAL IMPACT**

Does this group require any financial resources? (should be minimal)

No

Yes (describe)

#### **7. ADMINISTRATIVE LEAD**

Name:

Department:

#### **8. REPORTING**

How updates and outcomes will be reported (e.g., City Manager, Council).

#### **9. TIMELINE**

Start Date:

Anticipated Completion / Review Date:

#### **10. RESOURCES**

Identify any required resources:

- Staff support
- Meeting space
- Research or technical support

**11. POLICY/STRATEGIC PLAN ALIGNMENT**

Briefly explain how the proposed group aligns with the Collaborative Groups Policy and the City's current Strategic Plan.

**12. CITY MANAGER APPROVAL**

Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# TERMS OF REFERENCE

## APPENDIX B

### 1. GROUP NAME

*Official name of group*

### 3. PURPOSE

*Provide a clear and concise statement of the group's purpose*

### 5. MEMBERSHIP/COMPOSITION

*List members by category:*

- *Sponsor:*
- *Administrative Lead:*
- *Council Members (if applicable):*
- *Administration:*
- *External Stakeholders:*

*Include roles and expectations of members*

### 6. MANDATE

*Describe the specific objectives of the group, key outcomes of deliverables and how success will be measured.*

### 7. RESOURCES

*Identify any approved staff support, facilities or tools.*

### 8. REPORTING

*Identify the reporting frequency and format of updates.*

### 9. TERM AND REVIEW

*Identify start date and expected end date, if applicable. Annual review requirement should also be noted.*

### 10. CITY MANAGER APPROVAL

Signature \_\_\_\_\_

Date \_\_\_\_\_