

# CITY OF SASKATOON COUNCIL POLICY

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**NUMBER**  
*C01-029*

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<b>POLICY TITLE</b> <i>City Council Strategic Priority &amp; Leadership Initiative</i>	<b>ADOPTED BY:</b> <i>City Council</i>	<b>EFFECTIVE DATE</b> <i>November 18, 2019</i>
		<b>UPDATED TO</b> <i>March 26, 2025</i>
<b>ORIGIN/AUTHORITY</b> <i>City Council Resolution of April 24, 2017; City Council Resolution of November 27/28, 2017 (Business Plan &amp; Budget Deliberations), item 9.5.2 of Governance and Priorities Committee Report Nov 18, 2019.</i>	<b>CITY FILE NO.</b>  CK 116-001	<b>PAGE NUMBER</b>  <i>1 of 9</i>

## 1. POLICY STATEMENT/ PREAMBLE

City Council may adopt and approve Strategic Priority Areas. It may designate a Council Member Lead for each Strategic Priority Area to undertake a leadership role to address certain challenges facing the City of Saskatoon and the community. This approach empowers Council Members to take a leadership role with respect to achieving the City's objectives in their Priority Areas.

## 2. PURPOSE

The purpose of this Policy is to establish:

- a) A designation process for Council Member Leads to the Strategic Priority Areas;
- b) The role and limits of authority for the Council Member Leads;
- c) A reporting procedure for Council Member Leads to report to City Council with respect to their designated Strategic Priority Area;
- d) A fund to be accessed by Council Member Leads in relation to their identified Strategic Priority Areas; and
- e) An approval process for Council Member Leads to access funding in relation to Special Projects they wish to undertake pursuant to their Strategic Priority Areas.

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## 3. DEFINITIONS

- 3.1 “Council Member Lead” means the member(s) of City Council designated as the lead in a Strategic Priority Area.
- 3.2 “Governance and Priorities Committee” means the Committee established pursuant to section 76 of City of Saskatoon Bylaw 9170, *The Procedures and Committees Bylaw, 2014*.
- 3.3 “Special Project” means engagement with stakeholders, activities, actions, meetings, forums or other similar initiatives.
- 3.4 “Strategic Priority Areas” means the set of issues, services, or program areas as established in this Policy.
- 3.5 “The Strategic Priority Fund” means the capital project fund that City Council may approve or allocate, from time to time, that is specifically related to financing projects related to Strategic Priority Areas as established by this Policy.

## 4. ESTABLISHING STRATEGIC PRIORITY AREAS

City Council may complete a strategic planning exercise to establish City Council’s Strategic Priority Areas. The Strategic Priority Areas are determined and assigned to the Mayor or Councillors through resolution of City Council.

## 5. DESIGNATION OF COUNCIL MEMBER LEADS

City Council may, by resolution, designate Council Member Leads to each Strategic Priority Area. Subject to City Council approval, more than one (1) Council Member Lead may be designated to lead a Strategic Priority Area.

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## 6. ROLE OF COUNCIL MEMBER LEADS

### 6.1 Council Authority

In accordance with *The Cities Act*, the City is required to act through City Council. City Council may exercise its powers by passing bylaws or resolutions. This Policy does not authorize a Council Member Lead to deviate from the provisions of *The Cities Act*. All Special Projects undertaken by the Council Member Lead must be approved by City Council in advance or be in accordance with the bylaws, resolutions, or direction of City Council.

### 6.2 Spokesperson

Council Member Leads are intended to act as a spokesperson and leader in their Strategic Priority Area. However, Council Member Leads are speaking on behalf of City Council, in relation to their designated Strategic Priority Area. Council Member Leads must follow the bylaws, resolutions or direction of City Council when engaging with stakeholders, undertaking Special Projects, or speaking on behalf of City Council.

Members of Council may have personal views that differ from the direction of City Council. When speaking as the Council Member Lead of a Strategy Priority Area, the Council Member Lead must follow the bylaws, resolutions or direction of City Council. However, outside of that role, members of City Council may express their personal view subject to the relevant policies, rules and bylaws of City Council with respect to conduct of City Council, but the Council Member Lead should make it clear that they are not speaking as the Council Member Lead of their Strategic Priority Area when expressing their personal views.

### 6.3 Strategic Plan Leadership Role

During the strategic planning process, once City Council has determined their Strategic Priority Areas and assigned a Council Member Lead to an area, the Council Member Lead will work with the Administration to

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develop the section of the strategic plan pertaining to their Strategic Priority Area.

Drafts will be presented to and discussed with their City Council colleagues periodically throughout the process, and the Council Member Lead will work with the Administration to evolve that section of the strategic plan to reflect the feedback received.

When the strategic plan is ready to be presented publicly to City Council, each Council Member Lead will introduce their section of the plan. The strategic plan is subject to the approval of City Council.

#### 6.4 No Direction of City Staff

Council Member Leads are not permitted to direct City staff to undertake work in their Strategic Priority Area. The Council Member Lead and the administrative staff assigned to the area will work collaboratively together to achieve City Council's vision and objectives as described in the strategic plan.

Should the Council Member Lead receive approval from City Council to undertake a Special Project, utilization of City staff is allowable as described in the Special Project report.

#### 6.5 Communications & Engagement

All communication from Council Member Leads shall follow the standards set by the City's Communications & Public Engagement Department.

#### 6.6 Regular Meetings

Each Council Member Lead shall meet with the Administration at least quarterly to discuss their Strategic Priority Area. The Council Member Lead may request more frequent meetings and a schedule shall be agreed to by the Council Member Lead and the Administration.

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## 7. REPORTING PROCEDURE

### 7.1 For Updates and Approval of Initiatives, Projects or Activities

#### 7.1.1 Public Updates

Council Member Leads may provide a verbal or written report to City Council through the Governance and Priorities Committee, a minimum of once and a maximum of twice per year, to provide a high-level update on the Special Projects in their Strategic Priority Area.

The updates are intended to provide City Council and the public with an update on various initiatives completed, underway or upcoming related to achievement of City Council's vision as outlined in the strategic plan.

#### 7.1.2 Approval of Projects & Engagement

Should a Council Member Lead wish to undertake a Special Project, they must first provide a written report to City Council through the Governance and Priorities Committee for the approval of Special Projects related to their designated Strategic Priority Area. The Special Project will only proceed should City Council formally approve the application.

## 8. STRATEGIC PRIORITY FUND

### 8.1 Establishment

City Council hereby establishes the Strategic Priority Fund. The Strategic Priority Fund is separate and apart from the Communications and Constituency Relations Allowance established by Policy No. C01-027, *Communications and Constituency Relations Allowance*. The Strategic Priority Fund is intended to assist Council Member Leads in fulfilling their role as a spokesperson for City Council with respect to approved Special

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Projects in their designated Strategic Priority Area. Council Member Leads should not apply to the Strategic Priority Fund instead of using their Communications and Constituency Relations Allowance where that fund would be more appropriate.

## 8.2 Unused Funds

Any unused monies advanced from the Strategic Priority Fund will be returned to the Fund at the completion of the Special Project.

## 8.3 Applications

Council Member Leads will be able to apply to the Governance and Priorities Committee for funding from the Strategic Priority Fund for a Special Project related to their designated Strategic Priority Area.

## 8.4 Application Form

Council Member Leads will use the application form attached as Schedule "A" to apply for funding from the Strategic Priority Fund. The application form will set out, among other things:

- a) The sponsor(s) of the Special Project;
- b) The amount of money requested and a detailed budget of the Special Project;
- c) The purpose of the Special Project;
- d) The importance of the Special Project and how it advances the work within one (1) or more Priority Areas;
- e) The timeline of the Special Project;
- f) A list of external partners or stakeholders for the Special Project, including any funds/resources that have been allocated from the partner(s) or stakeholder(s) to the Special Project; and

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g) Any preliminary work already completed on the Special Project.

## 8.5 City Clerk's Office

The City Clerk will provide updates at the Governance and Priorities Committee meetings outlined in subsection 7.1.1 of this Policy on the Special Projects that have already been funded in each Strategic Priority Area and the balance of the Strategic Priority Fund.

## 9. RESPONSIBILITIES

### 9.1 City Council

City Council shall be responsible for:

- a) Designating Council Member Leads to each Strategic Priority Area by public resolution;
- b) Reviewing and, where appropriate, approving any reports from Council Member Leads relating to their Strategic Priority Area;
- c) Reviewing the Strategic Priority Areas on an ongoing basis and, if appropriate, amending this Policy; and
- d) Reviewing and, where appropriate, approving amendments to this Policy.

### 9.2 Council Member Leads

Council Member Leads will be responsible for:

- a) Taking a role in stakeholder and public engagement in their designated Strategic Priority Area in accordance with section 6 of this Policy;

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- b) Reporting to City Council for approval of Special Projects within their Strategic Priority Area should they wish to initiate a Special Project;
- c) Providing quarterly written updates, as required, to City Council through the Governance and Priorities Committee on their designated Strategic Priority Area outlining the high-level activities and future plans within their Strategic Priority Area as outlined in subsection 7.1.1 of this Policy;
- d) Submitting applications to the Governance and Priorities Committee for approval of spending out of the Strategic Priority Fund relating to Special Projects approved by City Council, pursuant to section 9.4 of this Policy.

## 9.3 City Clerk's Office

The City Clerk's Office shall be responsible for:

- a) Reporting to the Governance and Priorities Committee as required pursuant to this Policy; and
- b) Administering the Strategic Priorities Fund and the process of applying to the Governance and Priorities Committee for funding.

## 9.4 Governance and Priorities Committee

The Governance and Priorities Committee shall be responsible for reviewing applications to the Strategic Priorities Fund and, where applicable, approving such applications.

## Schedule "A"

### APPLICATION FORM STRATEGIC PRIORITY FUND CITY COUNCIL STRATEGIC PLANNING & LEADERSHIP INITIATIVE

COUNCIL LEAD(S): [Click here to enter text.](#)

PROJECT TITLE: [Click here to enter text.](#)

PROJECT SPONSOR: [Click here to enter text.](#)

AMOUNT REQUESTED: [Click here to enter text.](#)

DATE OF APPLICATION: [Click here to enter a date.](#)

#### PROJECT DESCRIPTION

PURPOSE OF THE PROJECT: [Click here to enter text.](#)

HOW IT ADVANCES THE WORK WITHIN THE PRIORITY AREA(S): [Click here to enter text.](#)

PARTNER(S) INVOLVED: [Click here to enter text.](#)

FUNDING PROVIDED BY PARTNER(S): [Click here to enter text.](#)

DETAILED BUDGET OF THE PROJECT: [Click here to enter text.](#)

PRELIMINARY WORK COMPLETED: [Click here to enter text.](#)

COMPLETION TIMELINE: [Click here to enter text.](#)

OTHER: [Click here to enter text.](#)

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City Clerk's Office Use only:

The Governance and Priorities Committee considered this application at its meeting held on [Click here to enter a date.](#) and resolved:

“ \_\_\_\_\_ ”