

COUNCIL'S ROLE IN GOVERNANCE POLICY

Council Policy No. 13/02

POLICY:

This policy outlines Council's role and actions in the Council/City Manager System.

- Council is the strategic body – it creates a vision for, and provides strategic direction to the organization.
- Council is the policy making body. Council's focus is on setting outputs, or goals and objectives, for the organization to achieve. The process of creating policy is a collaborative effort between Council and the City Manager. The administrative action plans are the primary concern of the City Manager and are designed to achieve the goals and objectives supported by Council.
- Council answers to the community – Council endeavours to understand and be responsive to the concerns and needs of the community, the "owners" of the City.
- Council monitors its own adherence to its role and activities – Council disciplines itself to ensure that it remains a forward looking policy-making body.
- The Mayor is the conscience of Council and ensures that the Council's actions are consistent with these policies, and that Council minimizes discussion of administration related issues.
- The Mayor is one member of Council – the Mayor cannot make decisions on his own, and has no individual authority to supervise or direct the City Manager.
- Council committees are advisory bodies to Council – committees provide advice to Council in specific policy areas. Committees are not intended to identify with parts (departments) of the organization, and as such, are not to monitor the performance of any part of the organization. Finally, committees of Council are not allowed to speak for Council, unless Council gives formal authority.
- Council follows an annual planning cycle – each year Council is to create new goals/objectives which state the outputs for the organization to achieve. Staff use the council goals/objectives to set objectives for each department and to plan the organization's budgets.
- Council's Code of Conduct – loyalty is to the City of Fort St. John as a collective, not to any advocacy or interest group. Conflict of interest must be avoided always. Individual members, including the Mayor, cannot try to exercise any individual authority over the City Manager, staff members or any part of the organization. Unless directed, members cannot claim to speak for the Council during interaction with the public, the media or any group. Appointments authorized by the Mayor under the Local Government Act will be by Council Resolution.