

Council's Role & Responsibilities

Policy Type: GOVERNANCE PROCESS | GP-B-2.0

- 1 In accordance with the MGA s.3, the purposes of a municipality are to:
 - (1) provide good government; and
 - (2) provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality; and
 - (3) develop and maintain safe and viable communities

- 2 Council is responsible for producing three non-delegable outcomes:
 - (1) connection with the community
 - (2) written governing policies
 - (3) assured organizational performance

- 3 Leadership Role:
 - (1) Vision: Council, including every new term of office, reviews and sets the future vision of the organization through Purpose Statements.
 - (2) Priorities: Council sets the Strategic Priorities for the organization every three years.
 - (3) Legislative: Council upholds the laws governing the collective and individual behavior of Council members.
 - (a) Council members need to ensure they not only act in the right interests and with the right motivations; they need to be seen to be acting ethically.
 - (4) Mentor: Act as mentors for new Council Members and assist in their orientation.
 - (5) Linkage with Other Organizations: Council will identify organizations in the community with a mutual interest in the betterment of the community and establish mechanisms for maintaining open communication with these organizations.

- 4 Representational Role:
 - (1) Community Input: Council will seek the input of the community on key issues and act in the best interests of the community.
 - (2) Community & Organization Advocate: Council will represent the interests of the residents, tax payers, and the organization by:
 - (a) Ensuring the city and organization's interests are represented to Provincial and Federal levels of government, where appropriate.
 - (b) Bringing advocacy related resolutions forward to open Council for consideration. These may include: comments on discussion papers, proposed amendments to legislation, or other matters at the provincial and/or federal level.
 - (c) Investing in relationships with key government representatives and with a multitude of stakeholders for effective advocacy.
 - (d) Implementing an advocacy/governance strategy for effective management of issues that impact The City of Red Deer.
 - (3) Council will participate in and attend Council meetings, government functions, committees, workshops and retreats.

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- 5 Conflict Resolution Role:
 - (1) Resolve Difference, Seek Alternatives, Review Policy Options: Council members will resolve differences on matters within the jurisdiction of the municipality.
 - (2) Council will listen to all sides of an issue, seek administrative advice and research as necessary; review policy and budgetary consequences; ensure a thorough process has been followed; and decide.

- 6 Policy Role:
 - (1) Council makes decisions with long-term perspective in the interests of its citizens.
 - (a) In order to ensure their decision-making effectiveness, it is important that Council members attend Council meetings and committee meetings to which they have been assigned, and Council workshops.
 - (2) Council establishes the policies and bylaws necessary to translate Council decisions into action to guide the activities and actions of staff, Council and citizens.
 - (3) Council ensures present Council policies reflect current Council's views.
 - (4) Council ensures those issues delegated by law or policy to the City Manager are, in fact, delegated.

- 7 Role in Determining/Establishing Service Delivery:
 - (1) Determine Services: Council decides which services will be offered.
 - (2) Levels of Service: Council determines the level of services.
 - (3) Report Publicly: Council ensures the decisions of Council are properly discharged.

- 8 Role in Monitoring Results:
 - (1) Assess Annual Results: Council assesses the annual results of the activities and projects undertaken by the municipality.

- 9 Fiduciary Leadership Role:
 - (1) Budget Process: Council ensures an appropriate and comprehensive budget process has been established.
 - (a) Council signals what results are to be achieved, and the degree of tax subsidy by the residents/businesses of the community.
 - (b) Council may provide open access to the public for preliminary budget discussions.
 - (2) Financial Policies: Council ensures comprehensive financial policies are in place.
 - (3) External Audit and Compliance: Council ensures the external auditor has access to all necessary financial information, and monitor the administration's compliance with any recommendations.

- 10 Financial Role:
 - (1) Establish purchase and lease prices for City owned industrial and commercial land.

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