

Section/Number: Governance – 001	Approval Date: (DD/MM/YY)
Subject: Role of Council	Amendment Dates:
<p>Policy</p> <p>The duly elected Council has the authority to make or delegate decisions according to applicable legislation and the bylaws, mandate, mission and policies and procedures of the Community Government.</p>	
<p>Definitions</p> <p>Council's authority is as a single body under the applicable legislation.</p> <p>Individual Council Members do not have authority outside of Council except as has been delegated by Council through policy or formal motions and resolutions.</p>	
<p>Guidelines</p> <p>The duties of Council are to:</p> <ol style="list-style-type: none"> 1. Develop and evaluate the plans, policies and programs of the Community Government. 2. Make the bylaws and resolutions of the Community Government as authorized under legislation. 3. Ensure that the powers, duties and functions of the Community Government are appropriately carried out. <p>Council, Members are responsible to:</p> <ol style="list-style-type: none"> 4. Make decisions under the authority and mandate of Council concerning Community Government governance, operations and business. 5. Comply with legislated and policy requirements. 6. Represent the residents in a professional, ethical and appropriate manner. 7. Attend, and be prepared for, all Council Meetings except in unavoidable circumstances, and notify the Mayor or Senior Administrative Officer (SAO) if unable to attend a specific meeting. 	

8. Ensure efficient and effective management of Council business.
9. Review any documentation provided by the Mayor or SAO in preparation for Council Meetings.
10. Review the agenda, minutes and any other documentation associated with Council Meetings.
11. Submit agenda items, when appropriate, to the Mayor or SAO.
12. Actively participate in Council meetings, discussions and decisions.
13. Be prepared to vote on Council decisions.
14. Serve on Committees, act as Committee Chair and make presentations to the Council on behalf of a Committee, at the request of the Mayor and/or Council.
15. Submit issues and concerns to the Council, and suggestions on how to address these issues.
16. Submit any relevant financial records, in an organized and timely manner to the SAO.
17. Declare any Conflict of Interest at a Council or Committee Meeting and ensure that the Conflict of Interest is recorded at the meeting.
18. Complete all tasks as requested by the Mayor and Council.
19. Provide direction to the SAO, participate in the hiring of the SAO and monitoring and evaluating the performance of the SAO.
 - 19.1. The SAO is responsible for all other employees and Council Members must raise any concerns regarding staff to the SAO.
20. Respect the position of the SAO and any other staff position.
21. Review and approve or reject the annual strategic plan, budget and any proposed organizational changes.
22. Review and approve or reject monthly, quarterly and annual financial statements.

Attachments

N/A

Logo

Community Government Name

References

Cities, Towns and Villages Act

Hamlets Act

Tlcho Community Government Act

Charter Communities Act