



Council Governance Policy

POLICY NUMBER: EX-001

CURRENT AS OF: May 16, 2017

1. POLICY STATEMENT

This policy outlines council's governance approach and commitments which serve to support the efficient and effective operation of the Town of Canmore.

2. PURPOSE

To clearly state council's intentions regarding their approach to decision making and how they will work together to achieve the distinct charge of council.

3. DISTINCT CHARGE OF COUNCIL

In addition to the responsibilities established in the Municipal Government Act, the distinct charge of council is to work collaboratively, with the benefit of individual knowledge, experience, and community connections, to make balanced decisions to sustain and uphold community values for the betterment of the Town of Canmore.

4. GUIDING PRINCIPLES

4.1. Be prepared to make informed, thoughtful decisions

- Read reports and agenda packages to be prepared to understand the subject matter and process
- Ask questions for clarification and process
- Support the final decision of council (collective wisdom of council prevails)

4.2. Engage in open, transparent debate

- Be "open to knowing" vs. "already knowing"
- Actively listen for commonalities and interests
- Respectfully state and debate differing points of view
- Understand that debate and difference of opinion are healthy and necessary for good decisions, and are not personal

4.3. Build connection and trust through collaboration (with each other and community partners)

- Build relationships with each other, community groups, residents and administration
- Listen for what fulfills on behalf of the whole of Canmore while considering the perspective of individual stakeholders
- Be aware of your own personal biases or labels given to other people and interest groups and recognize that those judgments can get in the way of what's required to be accomplished

Policy approved by:  

4.4. Provide respect for process, each other and the community

- Assume good will as a starting point for all interactions
- Understand and accept that different parties and members of council start at varying stages of interest, understanding and knowledge on any given topic
- Focus on the issues and be respectful to people
- Be civil
- Be aware of body language and facial expressions

5. CONFLICT OF INTEREST

- 5.1. In accordance with section 183 (1) of the Municipal Government Act (MGA), all councillors in attendance at a council meeting must vote on matters before them at the meeting unless they are permitted to abstain from voting through another section of the MGA or through another Act or Regulation.

Amended 2017-05-16 Motion 179-2017

- 5.2. Section 170 of the MGA states that councillors shall remove themselves from Council proceedings and refrain from voting on matters where they have a pecuniary interest in the matter.

Amended 2017-05-16 Motion 179-2017

- 5.3. If a councillor is concerned that they might have a pecuniary interest in a matter, they shall refer the question to the Chief Administrative Officer (CAO) in advance of voting on the matter. The CAO shall review the issue and determine if there is a pecuniary interest as defined by the MGA. The CAO may consult legal counsel's advice prior to making the determination on the matter.

Amended 2017-05-16 Motion 179-2017

- 5.4. If it is determined that a councillor holds a pecuniary interest as defined by the MGA then that councillor will disclose his or her pecuniary interest to Council, describe the nature of the pecuniary interest, ask that the disclosure be recorded in the minutes of the Council meeting, and leave the Council Chambers until discussion and voting on the matter have been concluded.

Amended 2017-05-16 Motion 179-2017

6. RESPONSIBILITIES

- 6.1. Council members shall refer to this policy and adhere to its principles at all times in their interactions with each other, with administration and with constituents.
- 6.2. The mayor, as the chair of council meetings, shall be seen as first among equals and has the responsibility to protect the integrity of the decision making process. To that end, the mayor is therefore obligated to:
- Require there be provision of good, complete information (staff reports, attachments, constituent input) leading up to the requirement for a decision,
 - Ensure there is adequate time for council to be prepared and understand the process and subject matter,
 - Maintain decorum and ensure the procedural bylaw is upheld.
- 6.3. Council shall review and amend or reaffirm this policy as desired, at a minimum of once per term of council.

Policy approved by: CT JB

7. VISION ALIGNMENT

By adopting this policy council will complete an action directly linked to their strategic initiative to *“establish a culture that embeds the values of Wellness, Respect, Integrity, Service and Teamwork into the daily actions of Council and Staff”*.

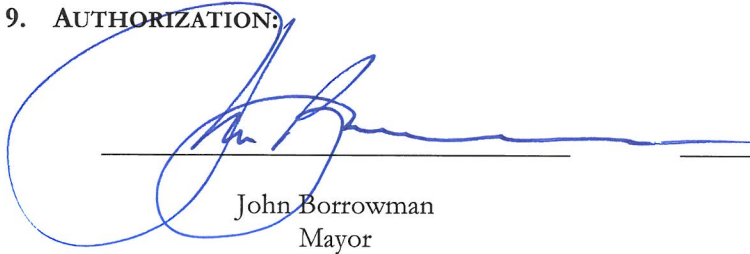
8. RELATED DOCUMENTS

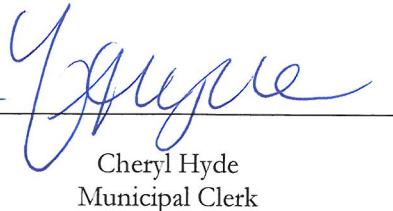
8.1. Part 5, Division 3 of the Municipal Government Act (MGA) sets out the regulatory requirements regarding the “Duties, Titles and Oaths of Councillors”. Further, Division 6 of the same Part establishes regulations regarding “Pecuniary Interest of Councillors”.

8.2. The Town of Canmore’s Procedural Bylaw 04-2013 establishes the procedures and conduct of council and members of council.

8.3. Guidelines for Council Communication Protocol and Council-Administration Communication

9. AUTHORIZATION:


John Borrowman
Mayor


Cheryl Hyde
Municipal Clerk

Revision History

Policy Name	In Effect	Amended	Inactive
Council Governance Policy EX-001		2017-05-16	
Council Governance Policy EX-001	2015-01-20		

Policy approved by:  