



RCRS Secondary:	GOV-02	Effective Date:	2016-APR-18
Policy Number:	COU-199	Amendment Date/s:	
Title:	Council Portfolios	Repeal Date:	
Department:	CAO Office	Approval Date:	2016-APR-18 COUNCIL

PURPOSE:

To provide an opportunity for all Council members to:

- gain insight and knowledge into each City Department’s operation;
- become more familiar with City work programs and initiatives at a level not achievable at the Council or Committee table;
- further the fostering of an environment of informed decision making;
- build positive working relationships with Staff; and,
- support the Mayor and Acting Mayor in their interactions with the public and media regarding City work programs and initiatives.

DEFINITIONS:

N/A

SCOPE:

N/A

POLICY:

Each Council member will be assigned a portfolio (ie. a City department) on a quarterly rotating basis during their term of office. The portfolio system will assist Council with interactions with residents and others on all City matters which may come to Council, such that at least two members of Council will work cooperatively on receipt and distribution of information to Council on any new initiatives, areas of interest, communications, meetings, and other interactions within that portfolio category.

PROCESS

1. Over the term of office, each Council member is assigned a portfolio (i.e. a City department) on a quarterly rotating basis.
2. Council members are provided the opportunity to interact directly with Staff and observe how Council initiatives are implemented. The Director of the Department is the Council member’s point of contact.

3. Council members will be provided background information as well as an introductory tour of each department's offices, facilities, and equipment.
4. Council members may be invited by the Director to an initial department and section meeting in order to meet Staff and observe various work program initiatives being carried out.
5. From time to time, the assigned Council member may be a spokesperson for media enquiries on issues that fall within the Department's portfolio.
6. Council members will provide a weekly email update regarding their portfolio to the Chief Administrative Officer and the rest of Council.
7. Council members are expected to attend events that fall within their assigned portfolio, in addition to the Mayor and Acting Mayor.
8. Council members will attend committee meetings associated with that department as an observer, if not already appointed by Council.
9. To support collective decision making and maintain transparency, the following aspects are not within the scope of a portfolio:
 - (a) Council members do not have any delegated authority to direct or control resources (including funding or Staff), or otherwise act on behalf of Council;
 - (b) Council members will not directly influence or intervene in day to day operations.
10. If a Council member observes an opportunity for improvement, they will first discuss with the Departmental Director. For matters beyond the Director's authority, the issue will be raised with the Chief Administrative Officer.
11. Concerns regarding personnel and departmental initiatives will be directed to the Chief Administrative Officer.
12. All correspondence and emails between Council members and Staff must also be sent to the Chief Administrative Officer.
13. While undertaking portfolio duties and responsibilities, Council members are subject to all City policies, practices and procedures that apply to Staff.

RELATED DOCUMENTS:

N/A

REPEAL/AMENDS:

N/A