

Communication & Support to
Council

Policy Type: EXECUTIVE LIMITATION | EL-B-2.0

The City Manager will not allow Council to be uninformed or unsupported in its work.

Further, without limiting the scope of the above by the following, the City Manager shall not:

- 1 Allow Council to be without adequate information to support informed Council decisions, including relevant environmental scanning data, a representative range of staff and external points of view, and significant issues or changes within the external environment which may have a bearing on any existing Council policies, along with alternatives and their respective implications.
- 2 Neglect to submit monitoring data required by Council in a timely, accurate, and understandable fashion, including explicit City Manager interpretations of the Council policies being monitored and evidence of compliance.
- 3 Let Council be unaware of any actual or anticipated non-compliance with any Purpose Statements or Executive Limitations policy, regardless of Council's monitoring schedule.
- 4 Let Council be unaware of any incidental information it requires, including anticipated media coverage, threatened or pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.
- 5 Let the Mayor [Council] be unaware of The City's assistance for emergencies in neighboring municipal jurisdictions.
- 6 Present information:
 - (1) in an untimely manner
 - (2) in unnecessarily complex or lengthy form
 - (3) in a form that does not clearly differentiate among monitoring, decision preparation, and general incidental or other information
 - (4) without City Manager options and implications
- 7 Allow Council to be without a workable mechanism for official Council, and/or Council committee communications.
- 8 Deal with Council in a way that favors or privileges certain Council members over others.

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9 Allow Council to be without reasonable administrative support for Council Activities, based upon approved funding.

10 Let Council be unaware that, in the City Manager's opinion, Council is not in compliance with its own policies on Governance Process or Council-Management Delegation & Relationship, particularly in the case of Council behaviour that is detrimental to the work relationship between Council and the City Manager.

Reference:

I Organizational Bylaw 3457/2010

Document History:

Policy Adopted	September 3, 2013
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Administrative Revisions:

Date:	Description:
October 17, 2017	Updated to current format.