



## *Saskatchewan Municipal*

# Management Resource

## The Councillor's Checklist

This checklist is intended to provide municipal councils and their administrators a quick snapshot of how well the municipal corporation and council is functioning. The checklist should be completed in the spirit of building a stronger municipal organization. The results of which will be confidential if that is the council's wish. The findings will only provide a general perception to council members regarding council's effectiveness. The completion of this checklist may help to inform a council and administration where additional attention is required in order to support a strong and stable environment for conducting the municipality's business.

Please note that this checklist is not designed to be a comprehensive assessment of your corporation and council. It is simply a tool to get a general impression of how you are doing. If individuals are uncomfortable sharing their views through this checklist, consider having everyone involved in managing the municipality (council and senior staff) complete the checklist on their own time, and without putting their name on it leave completed checklists in a drop box for tabulation by administrative staff.

# Instructions

## **Step 1:**

Council members are to rate how they perceive that the council as a whole is performing in relation to each statement below.

Rating Scale:

**Strongly Agree (5); Agree (4); Neutral 3); Disagree (2); Strongly Disagree (1); Don't Know (0)**

Statement	Rating 0 - 5
1. Council's orientation of newly elected councillors satisfactorily prepares them to understand their authority and to undertake their responsibilities.	
2. Council is actively involved in developing clear goals and action plans to pursue the direction and priorities of the corporation (e.g. resulting from items such as strategic plans or business plans).	
3. All council members understand the municipal corporation's mission and the programs and services it provides.	
4. Council members demonstrate commitment to the municipality's mission and goals.	
5. Council has an effective process for evaluating the performance, and supporting continuing professional development, of administrative staff.	
6. Council has approved detailed policies to guide the administration in addressing all matters related to municipal staff.	
7. Council members demonstrate a clear understanding of the role of the administrator versus the role of council members.	
8. The municipality's resources are used efficiently (good value for dollars spent).	
9. Council receives and fully understands regular reports on finances, program/service performance, staffing and other important matters.	
10. The council has credibility with ratepayers and other key stakeholders (e.g. staff, community, funders).	
11. The structure of the municipality's <i>committees</i> and <i>officer positions</i> (e.g. reeve/mayor, deputy, returning officer, signing authorities, etc.) is clear to all council members	
12. Conducting the business of the municipality works well because it is not impaired by personal disagreements between council members.	
13. Council members have a respectful and positive working relationship with the administrative staff.	
14. Council is well prepared to manage any crisis that could reasonably be anticipated within the corporation's day-to-day business activity and the municipality as a whole.	
15. Council uses productive decision-making processes in meetings (e.g. time is used wisely, items are dealt with so that they don't keep coming up unresolved, council's decisions are effectively implemented, agenda items focus on council member responsibilities, factual information is available to the extent possible).	
Total of the 15 items:	
<b>Overall Score:</b> (Total divided by 15)	

## **Step 2:**

You may wish to have all councillors and your administrator complete the check-up as well. Then have all completed check-ups compared to come up with the average score from all council members. This may assist council to focus on areas that may require attention, and clarify where individual perceptions differ.

## **Step 3:**

Understanding the overall score:

5	Excellent. You may have the perfect municipal council.
4 - 5	A highly competent council. Good work.
4	Very well. Council is quite competent. Congratulations.
3 - 4	Fair. Council does many good things but may also be struggling in a few areas that may require attention.
3	Needs work. Develop an action plan to improve council's policies, procedures and business planning.
2 - 3	Help! Council may be doing a few things reasonably well and other things very poorly. Consider consulting with other councils and organizations to learn how to address specific areas of concern.
2	Serious challenges. Council may wish to consider a complete review of its operation and implement a process to make improvements.
1 - 2	Life support may be needed. This score means that most of the ratings strongly disagreed with the performance of council. Concerns may arise regarding potential liabilities of council not performing its legal responsibilities.
1 or less	Non-performance. Ratepayers and other key stakeholders are likely to be expressing concerns and in some instances seeking to intervene and receive attention to council responsibilities. A complete overhaul may be in order.

For more information, please contact Advisory Services at (306) 787-2680.