

---

## Organizational Roles and Responsibilities

---

<b>References:</b>	Municipal Government Act, RSA 2000, c M-26 (MGA), s. 153
	MGA s. 154
<b>Cross-reference:</b>	MGA s. 201
	MGA s. 202
	MGA s. 203
	MGA s. 207
	MGA s. 209
	Strathcona County Bylaw 21-2015: Chief Commissioner's Bylaw
	GOV-001-019 Council Appointments to External Boards, Committees, and Commissions
	Council Code of Conduct Bylaw 27-2018

---

## Policy Statement

---

Strathcona County Mayor, Council, and Chief Commissioner are responsible for fulfilling a number of key government functions. Collectively, they are responsible to:

- a. Set a strategic direction – translate a preferred community vision and emerging strategic topics into strategic priorities compatible with organizational capacity within an ongoing process.
- b. Develop effective policy – make informed decisions based on adequate information and good debate about policy issues, outcomes, options and actions that reflect the public interest and legislated mandate.
- c. Effectively allocate resources – deploy fiscal and human resources in an efficient, effective and accountable manner.
- d. Build a strong organizational culture – promote a work environment that is safe, respectful and free from harassment, discrimination or any other behaviour that may discredit Strathcona County's reputation as an employer of choice.
- e. Respect communication protocols – promote internal and external communication practices that respect the integrity of the workplace and roles of council and staff members.
- f. Liaise with other agencies – such as not for profit organizations, service agencies and other levels of government.
- g. Deliver quality services – determine the service agenda that best fits with the community need and organizational capacity to deliver efficient and effective services.

## **Purpose**

---

The purpose of this policy is to provide a holistic overview of the roles and responsibilities of Strathcona County's Council, Mayor, and Chief Commissioner within the County's governance structure.

## **Definitions**

---

Chief Commissioner – means the Chief Administrative Officer for the County, and whatever subsequent title may be conferred on that officer by Council or Statute.

Council – means the Council of Strathcona County.

Mayor – means the chief elected official for Strathcona County.

## **Guidelines**

---

1. All members of Council will:
  - a. Provide a broad level of advocacy for citizens, the community and municipality.
  - b. Develop and approve policies or bylaws to describe desired municipal outcomes and governance structures, guide organizational operations and resource allocations, and address other related matters at Council's discretion.
  - c. Appoint an individual to carry out the powers, duties and functions of the position of Chief Commissioner and provide the Chief Commissioner with an annual written performance evaluation of the results he or she has achieved with respect to fulfilling those powers, duties and functions.
  - d. Liaise with elected officials from other municipalities and other orders of government regarding matters important to Strathcona County, in consultation with the Chief Commissioner.
  - e. Represent Strathcona County at public functions, meetings, or other events of significance to member of Council's respective ward.
  - f. Seek input from the Chief Commissioner and the public for the development of County bylaws, policies and other decisions.
  - g. (Deleted)
  - h. Carry out the duties legislated in the Municipal Government Act.
2. In addition to his or her role as a member of Council, the Mayor (or Deputy Mayor in the absence of the Mayor) will:
  - a. Represent Council to outside parties.
  - b. Preside over Council meetings, unless a bylaw provides that another Councillor or other person is to preside, and ensure that meeting discussion content is appropriate to Council's jurisdiction and that deliberation is fair, open, and orderly.
  - c. Work closely with the Chief Commissioner to monitor and respond to the organization's outcomes and act as Council's primary liaison with the Chief Commissioner, but not to supervise or individually direct the Chief Commissioner unless otherwise directed by Council to do so.
  - d. Sign bylaws and minutes of Council meetings.

- e. Communicate decisions of Council to the media and the public as necessary.
  - f. Represent Strathcona County at public functions, meetings, ceremonies and other events which Council or the Mayor determines appropriate.
  - g. Perform any other duty imposed on a Chief Elected Official by other legislation or bylaw.
3. The Chief Commissioner will:
- a. Ensure that the Council approved policies and programs are implemented in a manner that is cost efficient and responsive.
  - b. Manage the organization within the boundaries established by Council's policies, bylaws, and any applicable legislation.
  - c. Perform any other duty imposed on a Chief Commissioner by other legislation or bylaw.

## **Policy Record**

---

**Date of Approval by Council:** December 9, 2016  
5/26/2011

**Resolution No:** 2016/434

**Next Review Date:** July 9, 2022

**Policy No:** GOV-001-029

**Last Review Date:** July 9, 2019

**Replaces:** NA

**Lead Role:** Council

**Administrative Review:** Legislative and Legal Services