



City of St. Albert
CITY COUNCIL POLICY

Mayor and Councillor Roles

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C486-2001	09 24		C588-2002	11 04
					C288-2014	05 26
					C235-2016	04 18
					AR-19-003	01 21

Purpose

To describe the role of members of Council, including individual Councillors and the Mayor, within the City of St. Albert's governance structure.

Policy

The role of the Council is to represent the residents of St. Albert in determining, measuring and ensuring appropriate corporate performance. In doing so, Council shall act on behalf of the citizens of St. Albert in accordance with legislation, its Code of Conduct, the Community Vision and Pillars of Sustainability, Council's mission, values, priorities, and its policies, to see that the Corporation achieves what it should in a legal, ethical and prudent manner.

Standards

1. All members of Council will:
 - a. Provide links between the corporation and the residents of St. Albert.
 - b. Develop and approve written governance policies, or bylaws, that focus on the powers and delegations of the Chief Administrative Officer, describe desired corporate outcomes, describe governance structures and processes, and address other related matters at Council's discretion.
 - c. Measure and assure the Chief Administrative Officer's performance.
 - d. Carry out the duties legislated in the *Municipal Government Act*.
 - e. Seek input from the Chief Administrative Officer and the public for the development of City bylaws, policies and other decisions.
 - f. Where required, vote on committees or boards to which members of Council are appointed, seeking first (time permitting) the opinion of other members of Council and/or the Chief Administrative Officer (or designate).



- g. Ensure that the Mayor acts consistently with Council's rules, policies and those legitimately imposed upon it from outside the corporation.
2. In addition to his or her role as a member of Council, the Mayor (or Deputy Mayor in the absence of the Mayor) shall:
- a. Assure the integrity of Council's process and represent Council to outside parties.
 - b. Ensure that the Council acts consistently with its own rules, policies, and those legitimately imposed upon it from outside the corporation.
 - c. Preside over Council meetings, unless a bylaw provides that another Councillor or other person is to preside, ensuring that:
 - i. meeting discussion content will be only those issues which, according to Council policy or the *Chief Administrative Officer Bylaw*, clearly belong to the Council to decide; and
 - ii. deliberation will be fair, open, and thorough but also timely, orderly and kept to the point.
 - d. Make decisions that are consistent with Council policies or direction, except where Council specifically delegated portions of this authority to others.
 - e. Work closely with the Chief Administrative Officer to monitor and respond to the organization's outcomes and act as Council's primary liaison with the Chief Administrative Officer, but not to supervise or individually direct the Chief Administrative Officer unless otherwise directed by Council to do so.
 - f. Sign bylaws and minutes of Council meetings, and review upcoming Council agendas.
 - g. Communicate decisions of Council to the media and the public as necessary, in whichever form the Mayor may deem appropriate.
 - h. Liaise with elected officials from other municipalities and other orders of government regarding matters important to St. Albert, in consultation with the Chief Administrative Officer.
 - i. Represent the City at public functions, meetings, ceremonies and other events which Council or the Mayor determines appropriate.
 - j. Sign cheques and other negotiable instruments, and agreements requiring the signature of the Chief Elected Official.
 - k. Make any reasonable interpretation of the provisions in the City's Council Operations or Governance policies, if necessary.



- I. Perform any other duty imposed on a Chief Elected Official by other legislation or bylaw.
3. Council shall review this policy, at minimum, every four years from the date of its last revision.

Legal References: *Municipal Government Act; Procedure Bylaw 35/2009*

Cross References: Policy C-CG-03, Council Governance Approach; Policy C-CG-08, Council Members' Code of Conduct; Policy C-CG-11, Community Vision and Pillars of Sustainability

