



City of St. Albert
CITY COUNCIL POLICY

Council Job Description

AUTHORITY:

City Council

APPROVED**RES. NO.:**

C486-2001

DATE:

September 24, 2001

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C-588-2002

DATE

November 4, 2002

Policy

The role of the Council is to represent the citizens of St. Albert in determining, measuring and ensuring appropriate corporate performance.

Standards

The Council will:

1. Provide links between the corporation and its citizens.
2. Develop and approve written governance policies that address each category of corporate decision:
 - a. Outcomes: corporate results, benefits, recipients, and their relative worth (i.e., what benefits for which citizens at what cost).
 - b. Chief Administrative Officer (CAO) Limitations: limits placed on the CAO in carrying out his or her responsibility.
 - c. Governance Process: standards of group and individual behavior to which Council agrees to hold itself.
 - d. Council-CAO Relationship: methods and practices used by the Council to delegate authority to the CAO and to monitor the delegation of that authority.
3. Measure and assure CAO performance.
4. Carry out the duties as legislated in the *Municipal Government Act*.
 - a. *To consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.*
 - b. *To participate generally in developing and evaluating the policies and programs of the municipality.*
 - c. *To participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by council.*
 - d. *To obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer.*



- e. *To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.*
- f. *To perform any other duty or function imposed on councilors by this or any other enactment or by the council.*

Legal References: *Municipal Government Act*, Sections 153 & 201
Cross References: Bylaw 12/99, Procedure Bylaw

