

TOWN OF GRAND COULEE

Council Roles and Responsibilities

<i>Section</i>	<i>Classification</i>
General Governance	Policy
<i>Approved (Date)</i> April 11, 2024	<i>Resolution No.</i> #2024-075 amended 2025-136

Council Roles and Responsibilities Policy

Policy Number: 2025-136

Date Approved: June 10, 2025

Review Date: June 10, 2025

Approved By: Council of the Town of Grand Coulee

1. Policy Purpose

The purpose of this policy is to:

- Clearly define the roles and responsibilities of the Council and individual elected officials;
- Establish the governance framework that distinguishes between governance (Council) and operations (Administration);
- Support transparency, accountability, and compliance with *The Municipalities Act* of Saskatchewan;
- Promote a respectful and effective working relationship between Council and Administration.

2. Legislative Authority

This policy is established under the authority of:

- *The Municipalities Act*, Sections 92–93 (Council duties), Section 110–111 (Administrator duties), and Section 112 (employee restrictions);
- Best practices as outlined by Saskatchewan municipal advisors and professional municipal governance consultants.

3. Scope

This policy applies to all members of Council, including the Mayor, and provides guidance to Administration in understanding the appropriate interface with Council.

4. General Roles

4.1 Role of Council

Council acts collectively as the **governing body** of the municipality. Council's responsibilities include:

- Setting strategic direction, vision, and long-term goals;
- Developing, debating, and approving bylaws, policies, budgets, and service levels;
- Representing the interests and well-being of residents;
- Hiring, evaluating, and—if necessary—disciplining or terminating the **Administrator (CAO)**;
- Ensuring compliance with applicable legislation, including The Municipalities Act;
- Monitoring municipal performance through regular reporting from the Administrator;
- Approving major expenditures, borrowing, and sale or lease of municipal property as required by legislation.

4.2 Role of the Mayor

In addition to their duties as a Councillor, the Mayor:

- Presides over Council meetings;
- Acts as a spokesperson and figurehead for the municipality;
- Serves as a liaison between Council and the Administrator;
- Leads Council in a collaborative and respectful manner but does not act independently in supervising staff.

4.3 Role of Individual Councillors

- Participate actively in Council and committee meetings;
- Represent constituents' interests;
- Refrain from giving direction to municipal staff;
- Respect Council's collective authority—**no individual Councillor has authority over employees or operations**;
- Maintain confidentiality on in-camera discussions;
- Respect the chain of command and the role of the Administrator.

5. Role of the Administrator (CAO)

Appointed under Section 110 of *The Municipalities Act*, the Administrator is:

- The **sole employee of Council**;

- Responsible for all administrative and operational functions;
- The supervisor of all municipal staff;
- The policy advisor to Council and responsible for implementing Council's decisions;
- Accountable for accurate records, safe financial management, and legislative compliance;
- Expected to provide regular reports and updates to Council.

6. Boundaries of Authority

Function	Council	Administrator
Policy Development	✓	Advises
Day-to-Day Operations	X	✓
Staff Supervision	X	✓
Budget Approval	✓	Prepares
Performance Evaluation of Staff	X	✓
Performance Evaluation of Administrator	✓	N/A
Hiring/Termination of Administrator	✓	N/A
Strategic Planning	✓ (with Admin)	✓ (with Council)

7. Conduct and Communication

- Council and Administration will communicate through the Administrator.
 - Councillors must direct all inquiries and requests for information through the CAO, not through individual staff.
 - Respectful, professional communication is expected at all times between Council and staff.
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8. Conflict of Interest and Ethical Conduct

- Council members must disclose conflicts of interest as per *The Municipalities Act*.
- Council members must not use their position for personal gain or to influence staff decisions.
- Council must not interfere with operational decisions, staffing matters, or administrative functions.

9. Evaluation and Monitoring

- Council will conduct an **annual performance review of the Administrator**, aligned with strategic and operational goals.
 - Council will **assess its own effectiveness** annually, including how well it has upheld this policy.
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10. Policy Enforcement

- Breaches of this policy by individual Council members may result in internal disciplinary action (e.g., censure motions).
 - Serious or repeated violations may be reported to municipal legal advisors or the Ministry of Government Relations for further guidance.
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11. Review Cycle

This policy shall be reviewed every **four years**, or sooner if legislation changes or best practice updates warrant a review.

Signature

Mayor: _____

Date: _____

Signature

CAO: _____

Date: _____