

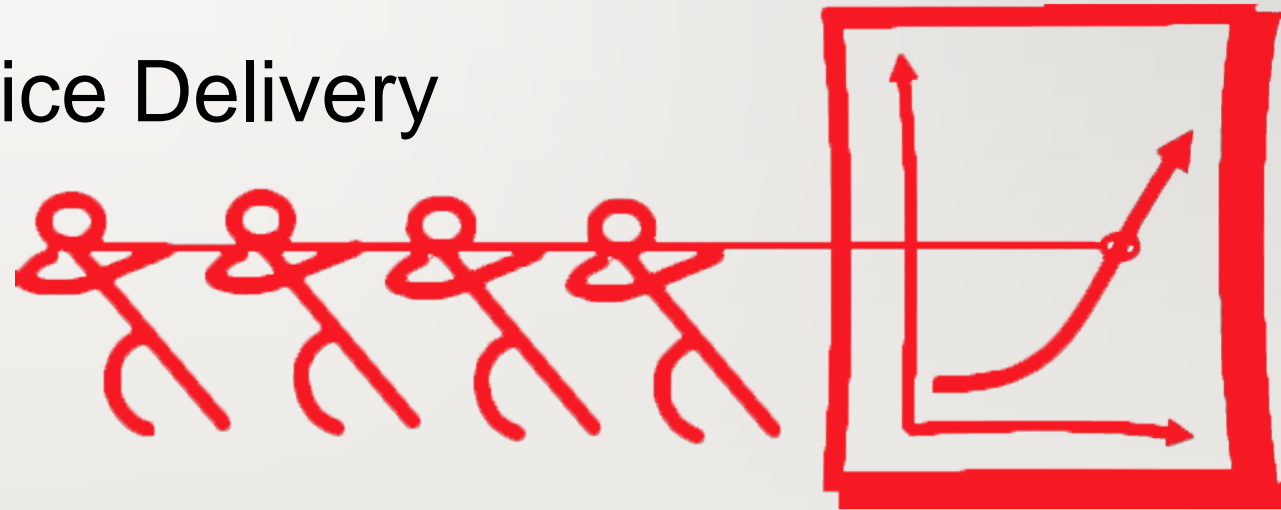


Procedural Review Roles & Responsibilities

Presentation to Village of Sundridge Council
Wednesday, October 11, 2017
Karen Fraser, Clerk Administrator

Why Establish Roles?

- Legislative Requirement
- Staff/Council Interaction
- Performance and Service Delivery
- Bottom Line Results



Role of Council

- Refer to S.224 of Municipal Act
- Three key governance roles
 - Representative
 - Policy-making
 - Stewardship



Role of Head of Council

- Refer to S. 225 of Municipal Act
- Act as CEO S. 226.1 of Municipal Act
- Leadership to Council
- Representation



Role of Clerk

- Refer S. 228(1) of Municipal Act
- Required by statute
- Record and retain
- Other duties as assigned





Role of CAO

- Refer to S. 229 of Municipal Act
- Oversight for affairs of municipality

Municipal Administration

- Refer to S. 227 of Municipal Act
- Carry out Council's direction



Summary

- Respect for Roles:
 - Reduces Risk and Liability
 - Fosters Good working relationships
 - Avoids consequences