	Council's Roles and Responsibilities	
Okotoks	**Policy Type:**	Governance Process
	Number:	GP-B-2.0
	To be Reviewed:	Once per term
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Policy Statement:

Municipalities have the autonomy to manage their own affairs and to make decisions that are best to meet the needs of their communities under the parameters established under provincial legislation. As set out under the enabling legislation, the Town will provide good government and foster the well-being of the environment. The Town will provide services, facilities, or other things that, in the opinion of Town Council, are necessary or desirable for all or a part of the Town to develop and maintain a safe and viable community for residents. This includes supporting community organizations whose work contributes to the social, cultural, environmental and economic well-being of the Town. In addition, the Town will work collaboratively with neighbouring municipalities to plan, deliver, and fund intermunicipal services when possible and feasible.

1. **Council is responsible for producing three non-delegable outcomes:**

    1.1   connection with the community;
    1.2   written governing policies;
    1.3   assured organizational performance.

2. **Leadership Role**

    2.1   *Vision:* (a) Council reviews and sets the future vision of the organization through Purpose Statements.
        (b) Council will review the Vision once per term of office.
    2.2   *Priorities:* Council sets the Strategic Priorities for the organization every four years.
    2.3   *Legislative:* Council upholds the laws governing the collective and individual behavior of Council members.
        2.3.1   Council members need to ensure they act in the right interests and with the right motivations and act ethically.
    2.4   *Mentor:* Act as mentors for new Council Members and assist in their orientation.
    2.5   *Linkage with Other Organizations:* Council will identify organizations in the community with a mutual interest in the betterment of the community and establish mechanisms for maintaining open communication with these organizations.

3. **Representational Role**

3.1 *Community Input:* Council will seek the input of the community on key issues and act in the best interests of the community.

3.2 *Community & Organization Advocate:* Council will represent the interests of the residents, tax payers, and the organization by:

    3.2.1 Ensuring the Town and organization's interests are represented to provincial and federal levels of government, where appropriate.

    3.2.2 Bringing advocacy related resolutions forward to open Council for consideration. These may include: comments on discussion papers, proposed amendments to legislation, or other matters at the provincial and/or federal level.

    3.2.3 Investing in relationships with key government representatives and with a multitude of stakeholders for effective advocacy.

    3.2.4 Implementing an advocacy/governance strategy for effective management of issues that impact the Town of Okotoks.

3.3 Council will participate in and attend Council meetings, government functions, committees, workshops and retreats.

4. Conflict Resolution Role

4.1 *Council* will listen to all sides of an issue, seek administrative advice and research as necessary; review policy and budgetary consequences; ensure a thorough process has been followed; and make a decision.

4.2 *Resolve Differences, Seek Alternatives, Review Policy Options:* Council members will attempt to resolve differences on matters within the authority of Council.

5. Policy Role

5.1 Council makes decisions with long-term perspective in the interests of its citizens.

    5.1.1 In order to ensure their decision-making effectiveness, it is important that Council members attend Council meetings and committee meetings to which they have been assigned, and Council workshops.

5.2 Council establishes the policies and bylaws necessary to translate Council decisions into action to guide the activities and actions of staff, Council and citizens.

5.3 Council ensures present Council policies reflect current Council views.

5.4 Council ensures those issues delegated by law or policy to the Chief Administrative Officer are, in fact, delegated.

6. Role in Determining/Establishing Service Delivery

6.1 *Determine Services:* Council decides which services will be offered.

6.2 *Levels of Service:* Council determines the level of services.

6.3 *Report Publicly:* Council ensures the decisions of Council are properly discharged.

7.   Role in Monitoring Results

7.1   *Assess Annual Results:* Council assesses the annual results of the activities and projects undertaken by the municipality.

8.   Fiduciary Leadership Role

8.1   *Budget Process:* Council ensures an appropriate and comprehensive budget process has been established.
      8.1.1   Council signals what results are to be achieved, and the degree of tax subsidy by the residents/businesses of the community.
      8.1.2   Council may provide open access to the public for preliminary budget discussions.
8.2   *Financial Policies:* Council ensures comprehensive financial policies are in place.
8.3   *External Audit and Compliance:* Council ensures the external auditor has access to all necessary financial information, and monitor the administration's compliance with any recommendations.