

TOWN OF KINDERSLEY GOVERNANCE POLICY



Updated 2017

I.	INTRODUCTION	3
II.	ORGANIZATIONAL STRUCTURE.....	3
III.	ROLE OF COUNCIL.....	4
IV.	ROLE OF THE MAYOR.....	5
V.	ROLE OF DEPUTY MAYOR	5
VI.	ROLE OF THE CHIEF ADMINISTRATIVE OFFICER	5
VII.	COUNCIL PROCEEDINGS	6
VIII.	LIST OF SCHEDULES	6
	A. COUNCIL STRATEGIC PLAN	6
	B. CODE OF ETHICS BYLAW.....	6
	C. THE PROCEDURES BYLAW	6
	D. PROCUREMENT AND PURCHASING POLICY	6
	E. HUMAN RESOURCE MANUAL.....	6
	F. MUNICIPAL COUNCIL MEMBER’S HANDBOOK (Government of Saskatchewan) 6	
	G. MUNICIPAL COUNCIL MEETING GUIDE (Government of Saskatchewan)	6

I. INTRODUCTION

The purpose of this policy is to outline and promote a mutual understanding of the Town of Kindersley's governance structure, in addition to the roles and responsibilities of the Mayor and Council of the Town of Kindersley (Council), and the Chief Administrative Officer (CAO).

The Town of Kindersley exists to establish, develop, and maintain, a sustainable and viable community through the management and maintenance of municipal infrastructure, facilities, and services. By providing necessary and desirable services and facilities, citizens can enjoy a clean, safe, and attractive community for a reasonable investment.

This policy serves to complement other policies, Town of Kindersley bylaws, and relevant legislation.

The Council shall have a Strategic Plan that outlines Council's priorities and serves as a guiding document for both Council and Administration in fulfilling the directives of Council.

II. ORGANIZATIONAL STRUCTURE

- a) Council Members are accountable to the people who elect them and they are responsible for encouraging and enabling public participation in the process of governing.
- b) Administration is responsible for implementing the decisions of Council through the Chief Administrative Officer, the sole employee of Council, who is responsible for implementing the decision and policies set by Council, and for managing all human resources required for the municipal operations of the Town of Kindersley.

COMMUNITY
Residents and businesses of the Town of Kindersley

COUNCIL
Elected governing body of the Town of Kindersley

ADMINISTRATION
**The Chief Administrative Officer who reports to Council and manages all
Directors and other employees of the Town of Kindersley**

III. ROLE OF COUNCIL

- a) Council of the Town of Kindersley is an elected body that consists of one Mayor and six Councillors. The role of Council is to provide good governance, represent the public interests, and act for the well-being of the municipality.
- b) Council is collectively responsible for:
 1. The strategic direction of the municipality;
 2. Setting the priorities that guide Administration in the day to day operations of the municipality;
 3. Developing, approving, and evaluating municipal policies, codes, and bylaws that regulate the municipality;
 4. Maintaining the financial integrity of the municipality by the responsible allocation of resources through annual budget deliberation;
 5. Carefully considering, debating, and making decisions on matters affecting the municipality and its members;
 6. Determining the services and programs the municipality provides, as well as the level to which they are provided;
 7. Determining mill rates and fees for services the municipality provides
 8. Carrying out the duties of Council as defined under *The Municipalities Act* or any other applicable legislation
- c) Members of Council are responsible for:
 1. Properly preparing for and attending scheduled meetings
 2. Participating in the collective role of Council
 3. Voting on motions put to vote, except if declaring a conflict of interest
 4. Listening attentively, participating in meetings and not interrupting the proceedings
 5. Speaking respectfully always, and refraining from using offensive, disrespectful, or un-parliamentary language
 6. Respectfully upholding the decisions of Council as a whole, regardless of an individual Councillor's personal position on an issue
 7. Respecting the confidentiality of information that is private or sensitive in nature, or pertains to any clause identified in the *Local Authority Freedom of Information and Protection of Privacy (LAFOIP) Act*.
 8. Avoiding conflict of interest always and in all matters of Council decision
 9. Participating in Council committee meetings and meetings of other bodies as appointed by Council
 10. Performing civic and ceremonial duties as appointed by Mayor and Council

IV. ROLE OF THE MAYOR

- a) In addition to performing the role as a Member of Council, the Mayor is responsible for:
 1. Acting as the Chair of Council and presiding at all meetings, assuring the integrity of Council's process;
 2. Acting as primary spokesperson of Council, carrying out the civic and ceremonial duties of the Mayor's office;
 3. Making all decisions and taking all actions relating to a request issued in accordance with *LAFOIP*, unless this authority has been delegated. (*LAFOIP* legislates right of access to a local authority's documents and the protection of privacy with respect to personal information held by a local authority.);
 4. Acting as primary liaison between Council and the CAO;
 5. The Mayor, additionally, is responsible for the creation and maintenance of the CAO employee file, which shall contain:
 - i. Resumé of CAO
 - ii. Annual job performance evaluations
 - iii. CAO employment contract

V. ROLE OF DEPUTY MAYOR

- a) In addition to performing the role as a Member of Council, the Deputy Mayor is elected by Council to assume all responsibilities of Mayor and act in the capacity of the Mayor if:
 1. The Mayor is unable to perform his or her duties, or;
 2. The Office of the Mayor is vacant.
- b) Council shall elect a Member of Council to act as Mayor if both the Mayor and Deputy Mayor are unable to perform duties during a period of time.

VI. ROLE OF THE CHIEF ADMINISTRATIVE OFFICER

- a) The Chief Administrative Officer, being the one employee of Council, is Council's connection to the operational organization of the municipality.
- b) The CAO is responsible for:
 1. Serving as the impartial policy advisor to Council;
 2. Overseeing and keeping Council informed of the day to day operations of the municipality;
 3. Implementation of the policies, programs and services that are set by Council;
 4. Ensuring that the administrative practices and procedures are in place to effectively and efficiently carry out Council's decisions;
 5. Supporting Council in the development of policies, strategies and other objectives;
 6. Holding authority and accountability of all employees of the municipality;
 7. All duties as outlined in *The Municipalities Act* and the *Urban Municipal Administrators Act*, the *Tax Enforcement Act*, *Local Government Elections Act*, and any other relevant legislation.

VII. COUNCIL PROCEEDINGS

- a) An act or proceeding of Council has no legislative authority unless it is approved or adopted by a bylaw or a resolution at a duly constituted public meeting of Council.
- b) Councils and Committees of Council are required to hold meetings in public, with exception to matters pertaining to the following:
 - 1. Long Range or Strategic Planning
 - 2. Those referenced in *The Local Authority Freedom of Information and Protection of Privacy Act*.
 - i. Records from Other Governments
 - ii. Law Enforcement and Investigations
 - iii. Documents of a Local Authority
 - iv. Advice from Officials
 - v. Economic and Other Interests
 - vi. Third Party Information
 - vii. Testing Procedures, Tests and Audits
 - viii. Danger to Health or Safety
 - ix. Solicitor-Client Privilege
 - x. Protection of Privacy
 - xi. Confidentiality Provisions in Other Enactments
- c) Proceedings and rules governing Council are established in The Procedures Bylaw.

VIII. LIST OF SCHEDULES (as they may change from time to time)

- A. COUNCIL STRATEGIC PLAN**
- B. CODE OF ETHICS BYLAW**
- C. THE PROCEDURES BYLAW**
- D. PROCUREMENT AND PURCHASING POLICY**
- E. HUMAN RESOURCE MANUAL**
- F. MUNICIPAL COUNCIL MEMBER'S HANDBOOK (Government of Saskatchewan)**
- G. MUNICIPAL COUNCIL MEETING GUIDE (Government of Saskatchewan)**