



TOWN POLICY

POLICY NUMBER: 1105

REFERENCE:
Council

ADOPTED BY:
Town Council

PREPARED BY: Administration

DATE: November 16, 2016

TITLE: DECISION MAKING FRAMEWORK POLICY

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POLICY STATEMENT

By formalizing, documenting and disseminating the Decision Making Framework of the Town of Strathmore, it is intended that issues requiring resolution will be raised, prioritized and dealt with and that strategic and operational plans can be devised and implemented with the broadest possible input and consultation.

THE PURPOSE OF THIS POLICY IS TO:

Provide a high-level framework for decision-making at the Town of Strathmore. The governance framework demonstrates how decision-making is undertaken within a policy framework, within organizational and committee structures and using processes consistent with the ethics and values of the organization.

2.0 DEFINITION:

- 2.2 **“Chief Administrative Officer” or “CAO”** means the person appointed to the position of Chief Administrative Officer by Council in accordance with the *Municipal Government Act* R.S.A. 2000, Chapter M-26.
- 2.3 **“Committee of the Whole”** means a single committee composed of all the members of Council, meeting under relaxed rules in order to expedite business.
- 2.4 **“Council”** means the Municipal Council of the Town of Strathmore, in the Province of Alberta.

2.5 **“Council Committees”** means a committee directly under Council’s authority that was established by Council.

2.6 **“MGA”** means the *Municipal Government Act* R.S.A. 2000, Chapter M-26

3.0 RESPONSIBILITIES WITHIN THE DECISION MAKING FRAMEWORK:

3.1 Council to:

- (a) Establish Vision for the Corporation of the Town of Strathmore;
- (b) Review reports and recommendations from Administration and Committee of the Whole with an emphasis on priorities and planning;
- (c) Hear delegations and discuss policies, reports and deliberations;
- (d) Approve of motions, resolutions, bylaws and policies;
- (e) Be the final Authority within legal limitations, contracts.

3.2 Council Committees to:

- (a) Review of issues referred within their terms of reference and research on those issues;
- (b) Be a forum for status updates and emerging issues originating with Councillors for information;
- (c) Have power to make recommendations to Council based on a consensus model.

3.3 Chief Administrative Officer to:

- (a) Give oversight of advice to Council on all business matters;
- (b) Review Staff Reports;
- (c) Give oversight of ongoing status reports to Council with updates on matters which have been referred to the CAO/Administration for approval;
- (d) Make Decisions as defined by Bylaw, Contract or Resolution.

3.4 Senior Management Team to:

- (a) Discuss background reports and council requests, etc.

- (b) Review departmental matters;
- (c) Sign off on departmental reports prior to moving to Legislative Services/CAO;
- (d) Advise the CAO;
- (e) Provide written reports, presentations and advice to the Committee of the Whole through the CAO;
- (f) Provide written reports, presentation and advice to Council through the CAO.

4. END OF POLICY