

Policy No.: 24 Date Approved: May 9, 2006 Approving Resolution: 2006-117	Procedure: <b>Administrative Practices and Procedures for Implementation of Council Resolutions</b>
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### **Scope**

Part VI, Practices and Procedures, Municipal Act, 2001 sections 224 to 228 sets guidelines for Municipal Organization and Administration.

For the purpose of this policy, *decision* shall mean a conclusion reached or direction given by Council as documented only through resolution.

### **Policy**

All decisions of Council shall be implemented according to the guidelines set out in this policy.

### **Guidelines**

1. All resolutions are to contain sufficient information in order for staff to implement the decision, without any doubt or further direction.
2. All resolutions of Council are to be implemented by the administrative staff without hesitation, as indicated and written.
3. If a decision of Council cannot be implemented as indicated and written, for any circumstance, administrative staff is to not implement the decision and Council is to be duly notified in an administrative report documenting the reason(s) at the next regular meeting of Council. An amended resolution may be prepared for Council's consideration at that next available meeting.
4. If time does not permit a matter to wait until the next regular meeting of Council the Reeve is to be notified and it is the Head of Council's decision to call a special meeting to amend the resolution if warranted.

### **Responsibilities of Administrative Staff**

1. To implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions.
2. To undertake research and provide advice to Council on the policies and programs of the Municipality.
3. To record, without note or comment, all resolutions, decisions and other proceedings of Council.
4. To carry out any other duties under this or any other Act or at the direction of Council.

### **Responsibilities of Council**

1. To develop and evaluate the policies and programs of the Municipality.
2. To ensure administrative practices and procedures are in place to implement the decisions of Council.

### **Responsibilities of Reeve**

1. To act as Chief Executive Officer of the Municipality
2. To provide leadership to Council.