

WHO DOES WHAT AT THE TOWN OF IRRICANA?

I've been asked how things work at the town and it seems a lot of people think the Mayor is in charge. This page explains the distinct roles played by Council, the Mayor, and the CAO. Everything the Town does is governed by the Municipal Government Act: a 500+ page provincial statute that defines how Alberta municipalities operate.

KEY TAKEAWAYS

- 1. Council decides collectively.** Every member has an equal vote. Majority required to pass.
- 2. The Mayor chairs meetings but has no special decision-making authority.** One vote among among five councillors. No veto. No tie-breaker.
- 3. The Chief Administrative Officer (CAO) manages operations.** Council sets policy. CAO implements and manages day-to-day operations.
- 4. This is Alberta's council-manager system.** Designed for collective decision-making, not concentrated power in any one person.

BREAKDOWN OF ROLES

COUNCIL	MAYOR	CAO
<i>All five members collectively</i>	<i>One vote among five</i>	<i>Administration</i>
DECISIONS & POLICY Pass bylaws, approve budgets, set tax rates, develop policies, make decisions in the municipality's best interest	SAME AS COUNCIL Performs all Councillor duties including voting (one vote among five)	NO POLICY ROLE Implements Council decisions; provides advice but does not make policy
MEETINGS Attend, participate, vote on all matters; quorum requires 3 of 5 members	CHAIR MEETINGS Preside as Chair; determine speaking order; extend time limits; alter order of business; expel for improper conduct	MEETING SUPPORT Prepare agendas; record minutes without note or comment; provide agenda packages by Friday noon

Managing Myths #1

COUNCIL	MAYOR	CAO
<p>AGENDA</p> <p>Any Councillor may request items through Mayor</p>	<p>APPROVE AGENDA</p> <p>Review and approve with CAO by Thursday 4:30 PM; once approved, no additions until meeting begins</p>	<p>PREPARE AGENDA</p> <p>Draft agenda; submit to Mayor by Wednesday 4:30 PM; approve with Mayor by Thursday 4:30 PM</p>
<p>REPRESENTATION</p> <p>Council as a whole represents the municipality; individual members may share information but do not speak for Council on policy</p>	<p>SPOKESPERSON</p> <p>Chief spokesperson for Council; represent Council's collective decisions (even when personally outvoted)</p>	<p>IMPLEMENTATION</p> <p>Implement Council decisions; communicate to staff and public; provide regular reports to Council</p>
<p>OPERATIONS</p> <p>No operational role; CAO manages day-to-day operations</p>	<p>COMMITTEES</p> <p>Ex officio (non-voting) member of all Town committees</p>	<p>DAY-TO-DAY MANAGEMENT</p> <p>Carry out Council direction; supervise employees; manage operations; ensure service delivery</p>
<p>VOTING</p> <p>Majority required to pass; tie votes = motion defeated; no veto power</p>	<p>LIMITATIONS</p> <p>No veto; no tie-breaker; no unilateral authority; cannot direct staff independently of Council</p>	<p>ACCOUNTABILITY</p> <p>Accountable to Council as a whole; cannot be directed by individual Councillors; serves at Council's pleasure</p>

Sources: Municipal Government Act (MGA), RSA 2000, c M-26, sections 153, 154, 183, 201, 207, 208; Town of Irricana Council Procedural Bylaw 008:2022, sections 6, 9, 12, 13, 14, 16, 17, 37, 41-43, 46, 47, 49, 51, 53, 57