

## **MUNICIPAL POLICY MANUAL**

**CODE NUMBER: 1010**

**CATEGORY: Management & Organizational  
Functions**

### **ROLE OF THE COUNTY MANAGER**

1. The County Manager shall be responsible and subject to the legislative jurisdiction of the County Council.
2. The County Manager shall exercise such executive and administrative responsibilities as may be conferred by the County Council.
3. The County Manager shall comply with all the duties, rights, and privileges of a Chief Administrative Officer as designated by the Municipal Government Act, and any other applicable acts or legislation of the government of the Province of Alberta.
4. The County Manager shall perform such duties as required by Federal Statutes, Provincial Statutes, County By-Law or County Council Resolution.

For greater certainty, but not so as to restrict the generality of the foregoing, it is expressly declared that the County Manager shall be responsible for the following duties.

- a) Be present at all meetings of County Council unless excused therefrom, or unless required to be absent by reason of County business, vacation or illness, and shall have the general responsibility for advising the County Council on matters relating to County Council jurisdiction.
- b) Be, and is hereby qualified for appointment to investigation, study or working committees of County Council.
- c) Prepare by-laws and recommend policies necessary to the good government of the County, either upon own initiative or by direction of County Council and so present to Council for consideration.
- d) Be responsible for carrying out of all policies, instructions and other decisions of Council, either directly or through respective departments.
- e) Use the inspection and law enforcement officers and/or similar agencies of the County to ensure that the by-laws of the County are properly enforced.
- f) Direct the general operation of County departments in the carrying out of the duties, responsibilities and work programs in accordance with policies and other instruction of County Council and through consultation with department heads, duly coordinate the activities of the various departments.

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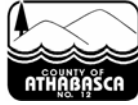
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**Revision: 96/09/10**

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### **Role of the County Manager (Continued . . . . .)**

- g) Be responsible for the coordination and the preparation of annual budgets of the County of Athabasca No. 12 and submit to County Council the budgets for discussion and adoption.
- h) After the end of each fiscal year cause to be prepared and submit to County Council or a committee appointed for the purpose, a complete financial report of all financial activities of the County during the preceding year.
- i) With the prior approval of the Reeve, have the authority to suspend, for cause, any administrative personnel, and submit to County Council or Committee appointed by it, at its next regular meeting, the full report of the reasons for the suspension.
- j) Upon consultation with a department head, have the authority to suspend, transfer or dismiss any employee under the direct supervision of that department head, and submit to the Council or Committee appointed by it, at its next regular meeting, a full report of such suspension, transfer or dismissal.
- k) Have the responsibility to authorize the hiring of County personnel and their starting salaries based on approved salary and wage schedules.
- l) Liaison with Federal, Provincial and Municipal governments and agencies relating to the affairs of the County.
- m) Be responsible for the overall security of the County system.
- n) Exercise signing authority as County Manager of the County of Athabasca No. 12 in accordance with provincial statutes and regulations.

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