

# P O L I C Y



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Policy Title <b>ROLES AND RESPONSIBILITIES</b>	Date: <b>October 13, 2011</b>	Resolution No. <b>C/627/11</b>

The role of County Council is to legislate. This role is accomplished by the formal adoption of policy statements and guidelines/procedures. It is then the responsibility of the County Manager to administer the system in accordance with the established policies and guidelines/procedures. The authority of the County to govern may only be exercised by the County Council acting by resolution or by by-law passed in a duly assembled meeting. Individual members of the council have no power to act in the name of the County unless specifically delegated as a Committee by the Council with power to act.

The Councillor's job is to work with other Council members to set the overall direction of the municipality through their role as a policy maker. The policies that Council sets are the guidelines for Administration to follow as it does the job of running a municipality. A Councillor will spend a lot of time while on Council creating new policies and programs or reviewing the current ones to ensure they are working as they should.

Under the Municipal Government Act, Councillors have the following duties:

- To consider the welfare and interests of the municipality as a whole and, to bring to Council's attention anything that would promote the welfare or interests of the municipality
- To participate generally in developing and evaluating the policies and programs of the municipality
- To participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council
- To obtain information about the operation or administration of the municipality from the County Manager
- To keep in confidence matters discussed in private at a Council committee meeting until discussed at a meeting held in public
- To perform any other duty or function imposed on Councillors by this or any other enactment or by the Council.

Council hereby imposes the following duty on Councillors:

- To report and fully disclose to Council information relating to allegations that may cast suspicions on the integrity of Administration or Council. Such information is to be disclosed in an open Council meeting so that the person or persons under suspicion will have an opportunity to respond to any specific concerns that may be identified.

Revised: April 12, 2007