

ASSOCIATION OF MANITOBA  
MUNICIPALITIES

COUNCIL ORIENTATION

“FROM THE TRENCHES TO THE  
COUNCIL TABLE, NOW WHAT?”

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# “FROM THE TRENCHES TO THE COUNCIL TABLE, NOW WHAT?”

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## AGENDA

- Municipal Purpose
- Role of Council
- Duties of Members
- Meetings-Agenda
- Voting –Abstaining
- Resolutions-Policy
- Shared Services
- Staff Relationship and succession planning
- Conflict of Interest

# MUNICIPAL PURPOSES

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The purposes of a municipality are

- To provide good government
- To provide services, facilities or other things which in the opinion of council, are necessary or desirable for all or part of the municipality
- To develop and maintain safe and viable communities

# ROLE OF COUNCIL

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A council is responsible

- For developing and evaluating the policies and programs of the municipality
- For ensuring that the powers, duties and functions of the municipality are carried out
- For carrying out the powers, duties and functions given to council by legislation

# DUTIES OF MEMBERS

Each member of council has the following duties:

- To consider the well-being and interests of the municipality as a whole and to bring to the council's attention anything that would promote the well-being or interests of the municipality
- To participate generally in developing and evaluating the policies and programs of the municipality.

# DUTIES OF MEMBERS

- To participate in meetings of the council and committees to which member is appointed
- To keep in confidence a matter that is discussed at a meeting closed to the public and the committee decides to keep confidential until the matter is discussed at an open meeting of council.
- To perform any other duty imposed on the member by legislation

# MEETINGS-AGENDA

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- Every meeting of council/committee must be conducted in public
- Restriction on closing meetings of council
- Public has the right to be present, not necessarily to participate
- Importance of agenda – how to get item on agenda – procedure by-law

# VOTING

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- Every member has one vote each time a vote is taken
- Member may abstain from voting
- Recorded vote

# RESOLUTION BY-LAW

- Council may only act by resolution/by-law
- Council **may** set compensation/expenses
- Council **may** delegate power
- Council **may** power
- Council **must** appoint a CAO
- Council **must** establish procedure by-law
- Council **must** adopt a financial plan

# SHARED SERVICES

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- Legislation provides ability for municipalities to share revenues and services
- Advantages of shared services
- Pre-budget meeting with neighbouring municipalities, community organizations

# STAFF RELATIONSHIP AND SUCCESSION PLANNING

- CAO's responsibilities and duties
  - Advisor to council
  - Implement policy
  - Responsible for staff management
  - Provide accurate financial records
- Retirement planning

# CONFLICT OF INTEREST

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- Purpose of legislation is to allow elected officials to do business with municipality providing disclosure is declared
- Process of disclosure by member during meeting – even if absent from meeting
- Conflict of interest may be challenged for up to six years after expiry of term