Once Elected......
What is Expected

AMM / Municipal Government
Agenda

- 10:05 – 10:50 a.m.  Getting Down to Business
- 10:50 – 11:20 a.m.  Ombudsman
- 11:20 – 11:40 a.m.  Economic Development
- 11:40 – Noon    Planning
- Noon – 1:00 p.m.  Lunch
- 1:00 – 1:30 p.m.  Assessment
- 1:30 – 2:15 p.m.  Municipal Finance
- 2:15 – 2:30 p.m.  Coffee Break
- 2:30 – 3:00 p.m.  EMO
- 3:00 – 3:45 p.m.  Conflict of Interest
- 3:45 – 4:00 p.m.  Closing Remarks
Municipal Government – Getting Down To Business
Session Outline

- Legislative Framework
- Roles – Council & Administration
- Making Decisions
- Getting Down to Business
- Council Meetings
- Common Procedural Pitfalls
Legislative Framework

The Municipal Act

• Government Powers
  • Authority to tax property
  • Authority to make laws

• Corporate Powers
  • Authority to operate and do everyday work
Role of Council

- Council as a whole
- Council Member
- Head of Council (Reeve/Mayor)
Council Code of Conduct

- Required by The Municipal Act
- Establishes expected standards and values
- Duty to comply
- Authority to censure
Remember!

- Council makes decisions about services, policies and programs
- Council as a whole makes decisions
- Ward councillor must consider needs of entire municipality
- Respect Council decisions
- Council code of conduct is required
Role of Administration

• Chief Administrative Officer (CAO)

• Designated Officers and Other Staff
Employee Code of Conduct

- Required by *The Municipal Act*

- Applies to all employees

- Must include provisions about:
  - Use of insider information
  - Use of position to influence a decision
  - Conflict of interest procedures
Remember!

- Open, trusting and professional relationship is vital for the smooth operation of your municipality.

- CAO responsible to implement Council’s decisions and for the everyday management of the municipality.

- MA requires employee code of conduct.
Making Decisions

- By-laws
- Resolutions
- Fair Decision-Making
Remember!

- Fair, objective decisions
- Establish policies
- Make significant decisions based on by-law
- Follow legislative procedures
Getting Down To Business

- Organizational By-law
  - Standing committees and Ad Hoc committees
  - Appointment of Deputy Head
  - Signing authorities

- Procedures By-law
  - Meeting and Public Hearing procedures
  - Timeframes for Agendas and Notices
  - Rules of conduct
Remember!

- MA requires Organizational and Procedures By-laws
- These By-laws ensure business is conducted openly and transparently
- Council must comply with these By-laws
- Council must review these By-laws
Council Meetings

- Quorum
- Open Meetings
- Agendas
- Voting
- Minutes
Positive Meetings

• Chair
  • Facilitates orderly discussion and debate
  • Facilitates closure of subject
  • Calls for the vote
  • Gains respect of participants and observers

• Council Members
  • Come prepared
  • Participate in discussion and debate
  • Respect differences of opinion

• Public is welcomed
Remember!

- All Council Meetings are open to the public
- All Council Members to attend and vote
- Minutes are official public record of Council decisions
Public Hearings

- Required Public Hearings
- Members role at Public Hearings
- Encouraging attendance
- Strategies for effective Public Hearings
Remember!

- Public input is important
- Respect the opinion of others
- Mandatory public hearings
- Encourage public attendance
Citizen Access To Information

- Required Access
- Additional Access
- FIPPA
Remember!

- Most documents are public
- Make information accessible
- Formal FIPPA applications should be rare
Common Procedural Issues

- Quorum
- Recorded Votes
- Abstentions
- Voting by Head
- Decisions Against
- Reconsideration
- Petitions
- Closed Meetings
Quorum

- A majority of number of council members
- If a council position is vacant, quorum is majority of remaining members
- Minimum number for quorum is 3
- Abstention does not impact quorum
Recorded Vote

- Each member of council has one vote
- Recorded vote required for 3\textsuperscript{rd} reading of by-laws (abstentions also recorded)
- A member of council may request a recorded vote (in accordance with procedures by-law)
Abstention from Voting

- Council member decides not to vote either in favour or against a motion

- Abstention not to be confused with voting against a matter

- Council members not abstaining carry the vote
Participation by Head of Council

- Head of Council must vote and participate in balance with responsibilities as chair of the meeting

- Procedures By-law should govern Head of Council’s participation in debate of an issue

- All members of council including the Head should vote
A decision not to take action/not to approve is a decision of council (e.g. not changing a ward system, not grading a road, not approving a rezoning)

Such decisions must be formalized by resolution so as to provide direction to staff and public
Council may reconsider or reverse a decision within one year after being made, only if:

- reconsideration occurs at the same meeting

OR

- by providing written notice from one regular meeting to the next regular meeting of a proposal to review and reverse the decision
Responding to Petitions

- Petitions under MA that require formal response from council:
  - formation/dissolution of a Local Urban District
  - request for a local improvement or special service

- Any other petition treated like correspondence from a citizen/action or receipt
Meeting Closed to the Public

- MA limits circumstances under which a meeting may be closed
- CAO would ordinarily attend meetings
- Duty for member to keep matter confidential
- Resolution, if required, must be made at an open meeting
• All meetings are open to the public. Meetings can be closed to the public only in limited circumstances.

• All council members are expected to attend, participate and vote at council meetings.

• You may be disqualified from council if you miss 3 consecutive regular council meetings without Council’s permission.
Additional Information:

Council Members Guide

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2014 - 2018