


Once Elected..... What is Expected

AMM / Municipal Government

Agenda

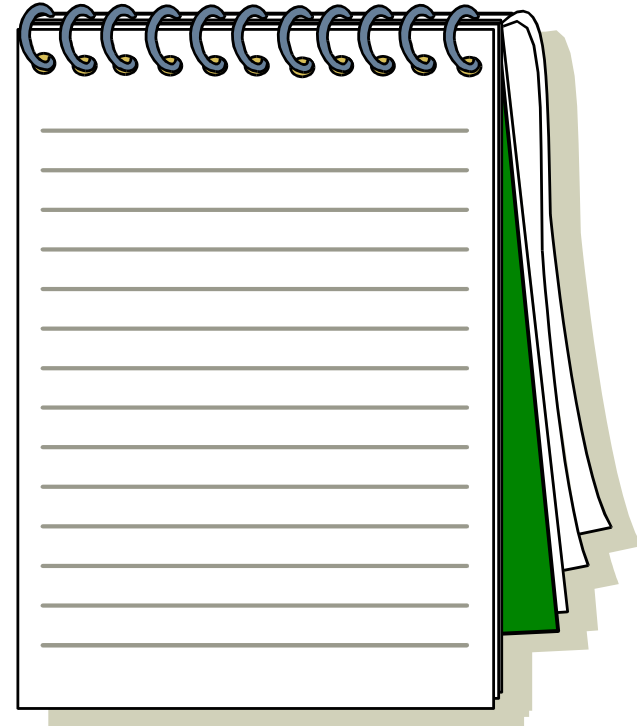
- ▶ 10:05 – 10:50 a.m. Getting Down to Business
 - ▶ 10:50 – 11:20 a.m. Ombudsman
 - ▶ 11:20 – 11:40 a.m. Economic Development
 - ▶ 11:40 – Noon Planning
 - ▶ *Noon – 1:00 p.m.* *Lunch*
 - ▶ 1:00 – 1:30 p.m. Assessment
 - ▶ 1:30 – 2:15 p.m. Municipal Finance
 - ▶ *2:15 – 2:30 p.m.* *Coffee Break*
 -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

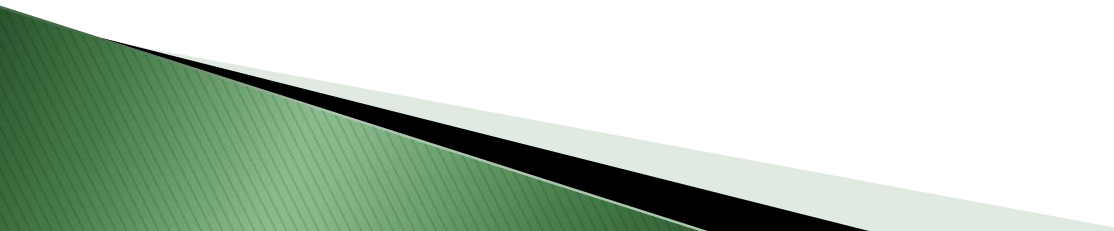
The Municipal Act

- **Government Powers**
 - Authority to tax property
 - Authority to make laws
- **Corporate Powers**
 - Authority to operate and do everyday work

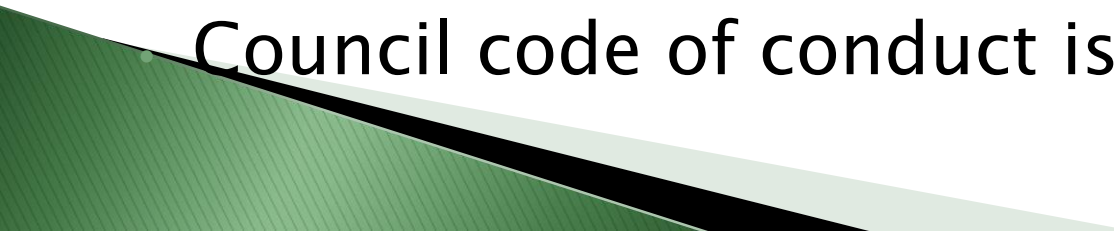
Role of Council

- 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
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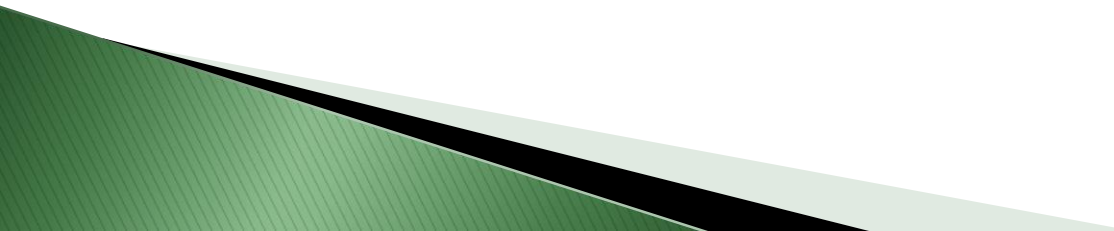
Remember!

- 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
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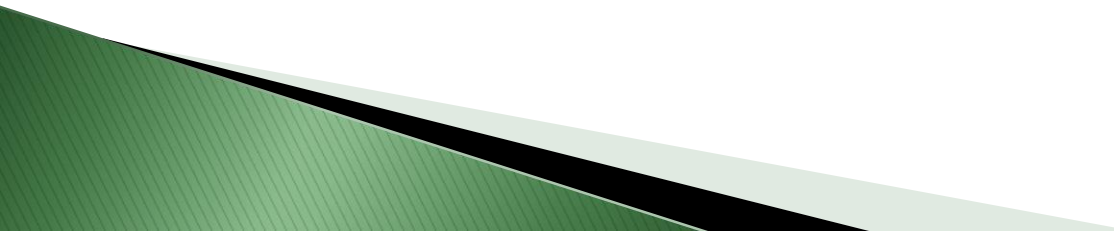
Role of Administration

- Chief Administrative Officer (CAO)
- Designated Officers and Other Staff

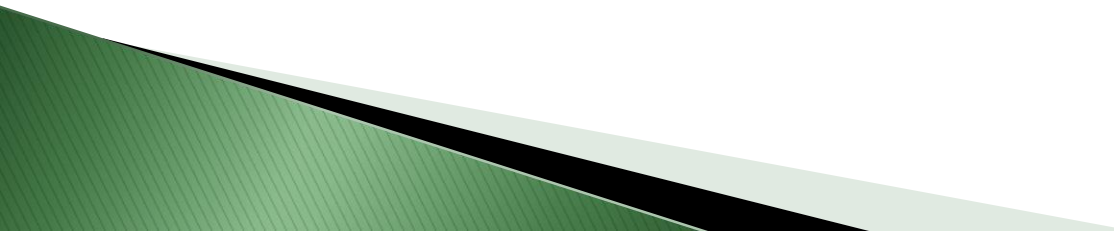
Employee Code of Conduct

- ▶ 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
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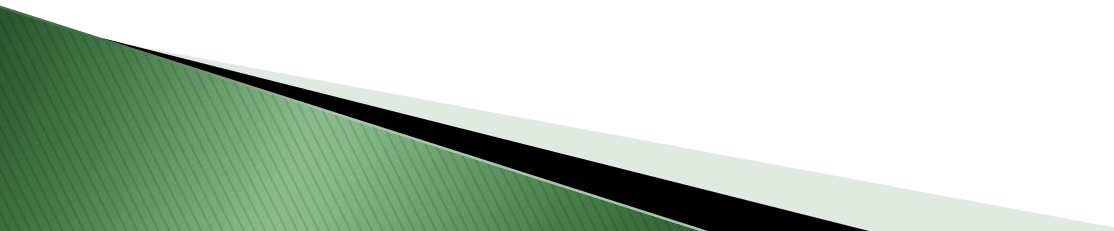
Remember!

- 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.
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Making Decisions

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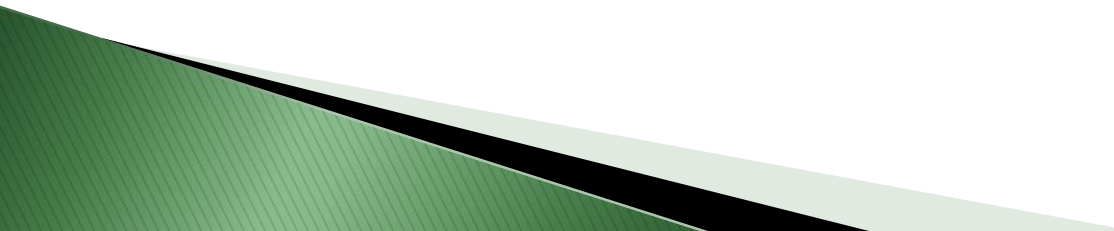
Remember!

- Fair, objective decisions
 - Establish policies
 - Make significant decisions based on by-law
 - Follow legislative procedures
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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
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Council Meetings

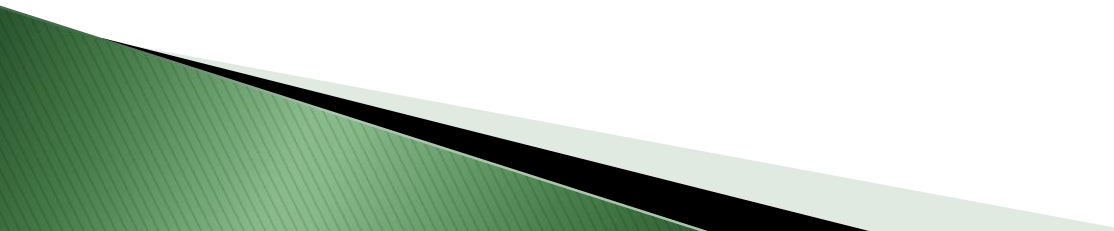


- Quorum
- Open Meetings
- Agendas
- Voting
- Minutes

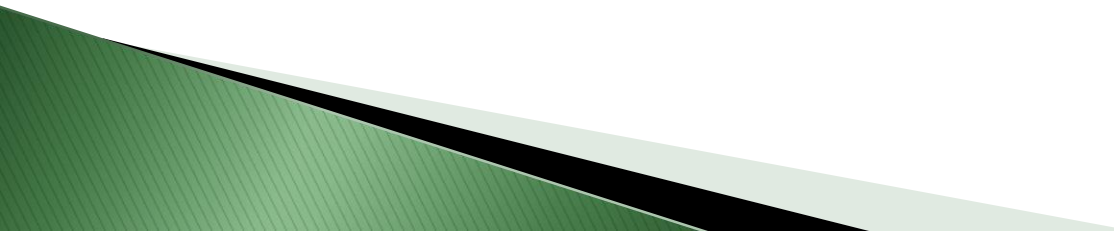
Positive Meetings

- 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
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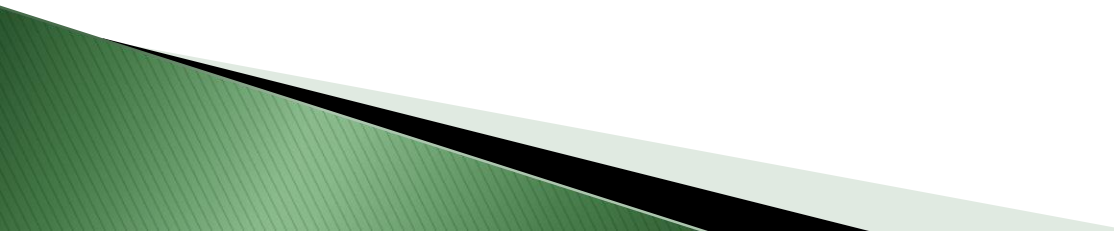
Remember!

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

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

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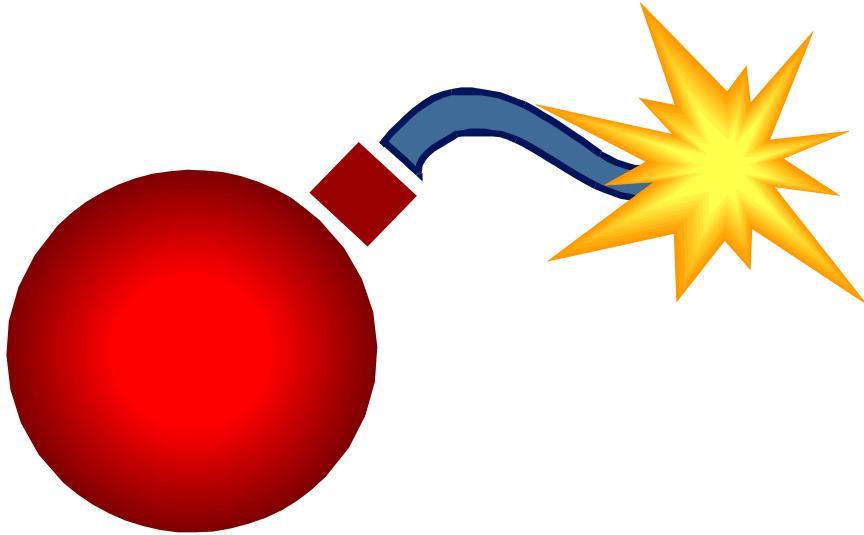
Citizen Access To Information

- Required Access
- Additional Access
- FIPPA

Remember!

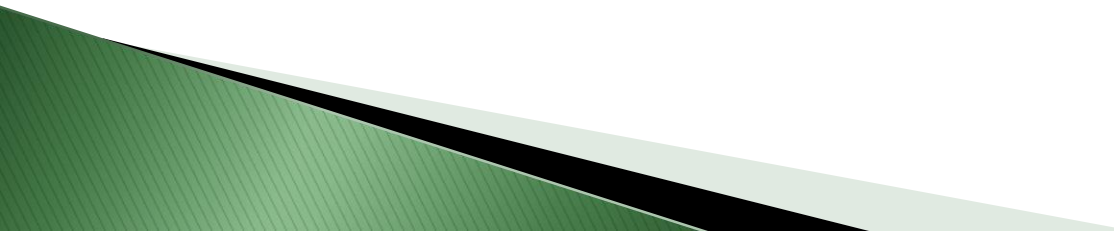
- Most documents are public
- Make information accessible
- Formal FIPPA applications should be rare

Common Procedural Issues

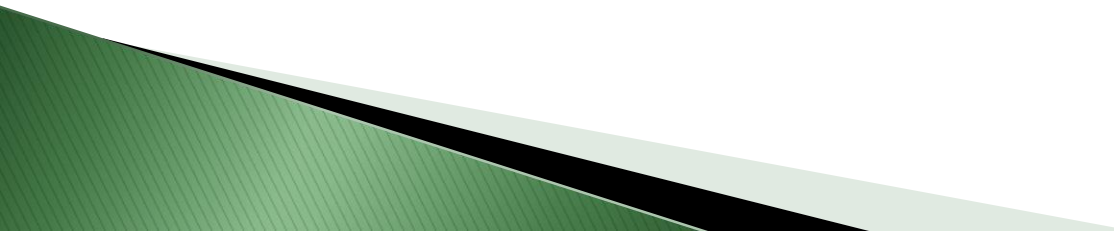


- Quorum
- Recorded Votes
- Abstentions
- Voting by Head
- Decisions Against
- Reconsideration
- Petitions
- Closed Meetings

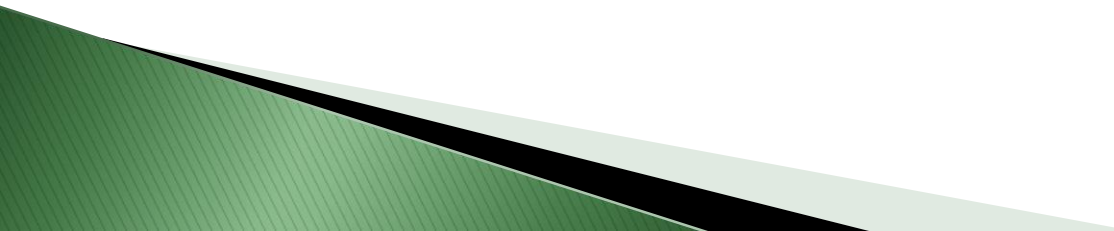
Quorum

- 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
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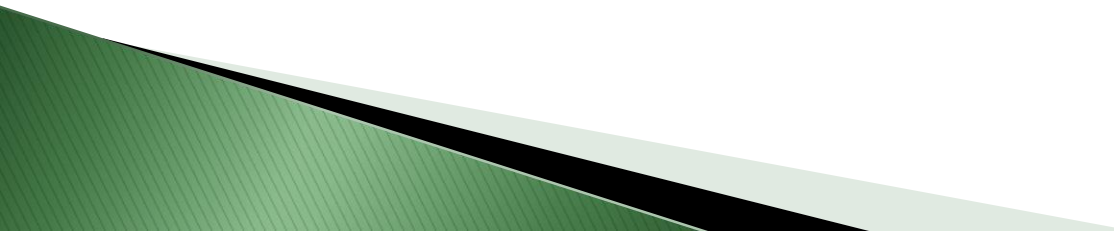
Recorded Vote

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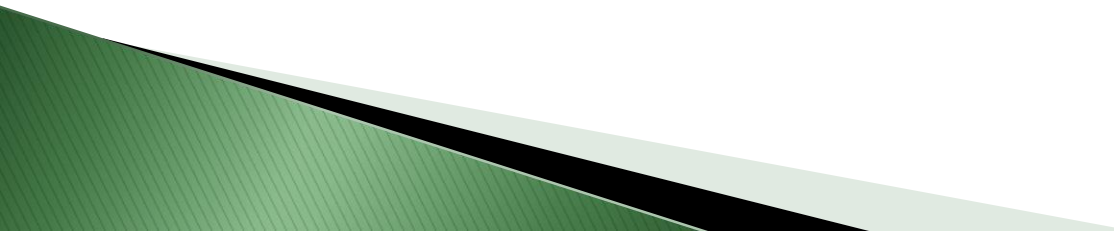
Abstention from Voting

- 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
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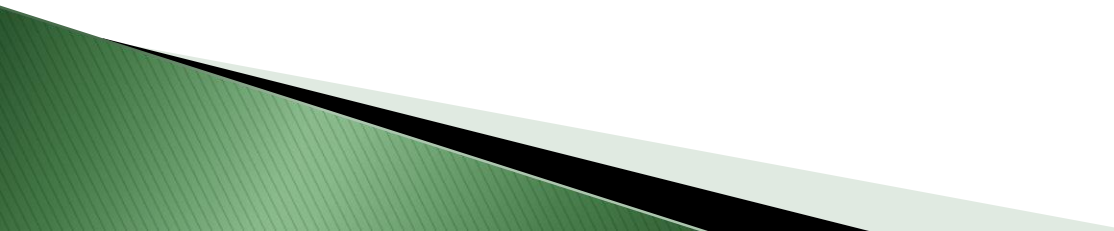
Participation by Head of Council

- 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
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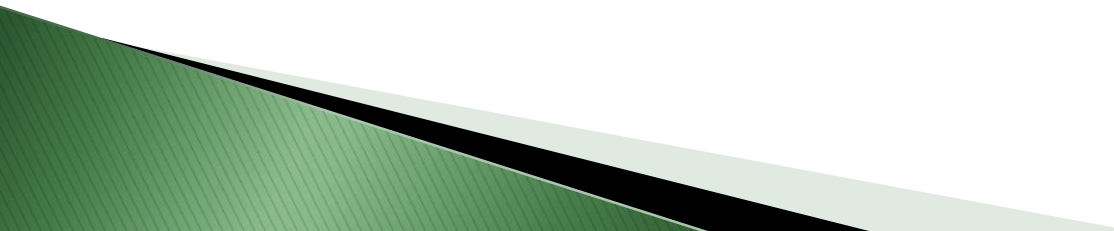
Council decision not to take action

- 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
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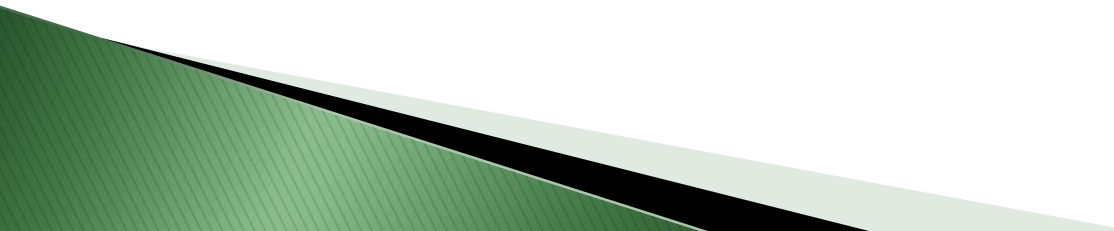
Reconsideration of a Motion

- 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
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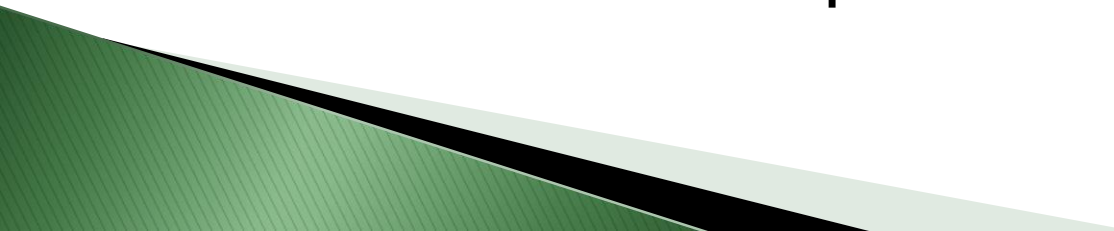
Responding to Petitions

- 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
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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
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Remember!

- 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.
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Additional Information:

Council Members Guide

Once Elected....What is Expected?

2014 - 2018

