



Policy Title	Date:	Resolution No.
<b>ROLES AND RESPONSIBILITIES</b>	<b>July 18, 2016</b>	<b>546/16</b>

**Policy Title:** Roles and Responsibilities

The role of Summer Village 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 CAO to administer the system in accordance with the established policies and guidelines/procedures. The authority of the Council to govern may only be exercised by the Summer Village 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 Summer Village 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 rules and 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.

A councillor is elected to look after the interest of the entire municipality. As tough as it may be at times, the councillor must base any decision on what is best for the entire municipality. Council's effectiveness depends on councillors providing input on their areas while thinking and voting for the whole municipality. Councillors also have to make certain that they do not put themselves in a conflict of interest situation. They must ensure that decisions made do not benefit them, their immediate family, or their friends.

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 CAO.
- 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.