


TOWN OF ST. WALBURG

POLICY TITLE		ADOPTED BY	
200-01 Council Policy		Council Resolution 2018/523	
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Town Council	Town of St. Walburg	November 22 nd , 2018	1 of 2

Revision Date: November 22nd, 2018

1.0 PURPOSE

- 1.1 The purpose of this policy is to guide the role, establish clear, transparent, consistent and accessible rules for conducting business that Council provides to Administration, staff and ratepayers of the Town of St. Walburg.
- 1.2 This policy states that:
 - a) The council is the main body of local government.
 - b) The Mayor and Councillors are primarily elected by the people in the Town of ST Walburg.
 - c) As citizen representatives, they have a vested interest in the welfare of their community and therefore must poses two (2) other necessary qualifications:
 - i. Must have the skill and experience to adequately meet the demands of the position;
 - ii. Must have the time and willingness to serve.
 - d) Council is a policy making group to provide guidance to Administration, in turn implementing the decisions made by Council.
 - e) The duties and responsibilities of Council are to develop and evaluate policies and programs, to be accountable to the public for the decisions it makes; and makes sure the municipality acts with in the law.

2.0 IMPLEMENTATION

- 2.1 Define policies in relation to the community needs and to the internal organizational operation that achieve consistent and informed decision-making;
- 2.2 Maintain a high level of financial accountability to the taxpayers by insuring a safe administration of funds and an adequate control of expenditures;
- 2.3 Adopt suitable bylaws and to establish a plan of organization providing clear and distinct line of authority and to ensure that the bylaws and plans of organization are respected;

- 2.4 Provide personnel, equipment and facilities consistent with the municipality's need for:
- a) Efficient organization and management of the municipality;
 - b) Enhancement of the transportation and public works network;
 - c) Maintenance and safety programs for the ratepayer's protection;
 - d) To provide a center for ratepayer information and council activities;
 - e) Standardization of environmental health regarding waste management, weed control, cemeteries, and public safety through the condemnation of buildings;
 - f) Advocate for ratepayers for continued medical services within the municipality;
 - g) Outline expectations for land use planning and development;
 - h) Protect recreation and cultural resources within the municipality;
 - i) Obligations for accountable fiscal services;
- 2.5 The specific duties of Councillors shall align with **Policy 200.01.01 – Duties of Mayor and Councillors**.
- 2.6 Councillors shall agree to sign public disclosure statements as per **Policy 200-01.02 – Public Disclosure Statement**. This will also have to include but not limited to:
- a) **Oath of Office**; and
 - b) **Council Code of Ethics**