


TOWN OF ST. WALBURG

POLICY TITLE		ADOPTED BY	
200-01.01 Duties of Mayor & Councillors Policy		Council Resolution 2019/013	
ORIGIN/AUTHORITY	JURISDICTION	EFFECTIVE DATE:	PAGE #
Town Council	Town of St. Walburg	January 10 th , 2019	1 of 3

Revision Date: January 10th, 2019

1.0 PURPOSE

- 1.1 The purpose of this policy is to outline the specific duties of municipal Mayor & Councillors for the Town of St. Walburg.
- 1.2 This policy states that Councillors have the following duties:
- a) Represent the public and to consider the wellbeing and interests of the municipality;
 - b) Participate in developing and evaluating the policies, services and programs of the municipality;
 - c) Participate in council meetings, council committee meetings and meetings of other bodies to which they are appointed by the council;
 - d) Ensure that administrative practices and procedures are in place to implement the decisions of council;
 - e) Keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
 - f) Maintain the financial integrity of the municipality;
 - g) Perform any duty or function imposed on Councillors by The *"Municipalities Act"* or any other *"Acts"* or Bylaw or by Council;
 - h) Establish policies by which Administration and Employees implement the decisions of Council; and
 - i) Authorize the daily organization and implementation of municipal operations to the Chief Administrative Officer.
 - j) For Standing Committee, chair of the committee, is to work with the Chief Administrator Officer (CAO) in call meeting time / date for this specific committee group. For the Town and Area committees, if chair in these groups of committees, then is to call for the time/ date for the meeting and advise Town CAO including, any other CAO that the meeting time/ date with councillors who may be affected.
- 1.3 The Mayor, in addition to the duties of councillor is entrusted with certain duties and given some additional duties and powers as the following however may not be limited to:

- a) shall preside at all meetings of the council and shall preserve order and enforce the rules of the council;
- b) shall perform any other duty imposed by The Municipalities Act or any other Act or by bylaw or resolution;
- c) is a member of all council committees and all bodies established by council pursuant to The Municipalities Act unless council provides otherwise
- d) shall be active in ensuring that all laws governing the urban municipality are abided by;
- e) shall cause all cases of negligence, carelessness and violation of duty by employees to be duly prosecuted;
- f) shall have the same rights and be subject to the same restrictions, when participating in debate, as all other members;
- g) shall keep the council informed of and recommend any measures which would tend to the improvement of the finances and welfare of the municipality;
- h) Mayor along with the Chief Administration Officer shall sign the cheques for all payments made on behalf of the municipality;
- i) Mayor along with the Chief Administration Officer shall sign all bylaws of the municipality; sign securities along with the Administrator unless another person has been designated to do so;
- j) shall place before the council any audit report outlining any negligence, irregularity or discrepancy found in the books or accounts of the municipality;
- k) when the financial statement has been completed and verified by the auditor, the Mayor shall present a copy to the council at their next meeting;
- l) may request the Administrator to call a special meeting;
- m) shall call a public meeting when authorized to do so by council or after having received a petition requesting one;
- n) if needed will appoint a person as an acting member of the board of revision;
- o) If a returning officer is unable to act during a municipal election, the Mayor shall appoint a person to act in the place of the returning officer who had been appointed.

1.4 The council must appoint one of its members to the Deputy Mayor who has, during the absence, illness or other disability of the Mayor, all the duties and is subject to the same rules as the Mayor.

1.4.1 When wishing to make a motion, the Mayor shall:

- (a) vacate the chair, and request that the Deputy Mayor take the chair;
- (b) if the Deputy Mayor is absent, the immediately previous Deputy Mayor shall take the chair; and
- (c) the Mayor shall remain out of the chair until the motion has been dealt with.

1.4.2 The Council shall, at its first meeting, or as soon thereafter as conveniently possible and whenever the office becomes vacant, appoint from the Councillors a Deputy Mayor who shall hold office for a term of two (2) months or for such longer period as the Council may decide, and in any event until a successor is appointed.

If the Mayor, for any reason, is unable to perform the duties of his or her office, the Deputy Mayor shall have all the powers of the Mayor during the inability.

- 1.5 Council shall, appoint a member to Act as Mayor if:
- (a) both the Mayor and the Deputy Mayor are unable to perform the duties of his or her office; or
 - (b) the offices of both the Mayor and the Deputy Mayor are vacant.
- 1.5.1 The member to be appointed, shall be elected by a majority of the members present.
- 1.5.2 Where two (2) members have an equal number of votes, the CAO shall:
- (a) write the names of those members separately on blank sheets of paper of equal size, colour and texture;
 - (b) fold the sheets in a uniform manner so the names are concealed;
 - (c) deposit them in a receptacle; and
 - (d) direct a person to withdraw one (1) of the sheets.