



## **TOWNSHIP OF GUELPH/ERAMOSIA MUNICIPAL ELECTION 2010**

### **ROLES OF ELECTED OFFICIALS**

#### ***What do elected officials do?***

Locally elected officials play an important role in making decisions that affect the day-to-day lives of the residents and businesses within the municipality. The positions are exercised on a part-time basis, in the best interests of the community, the legislative, representative and judicial roles in local government. There is no formal job description set out for municipal council members or school board trustees. Certain legislation such as the *Municipal Act*, S.O., c. 25, as amended, s.224 and 225, describes the Role of Council and the Role of the Head of Council.

Elected officials represent and support the wishes and values of the ward electorate. This involves the listening to, reflecting and setting priorities about the interests and concerns of residents, neighbourhood groups, businesses and community organizations. Issues often arise through development applications or reports from Township staff. To fully understand the concerns of the residents, the members of Council may meet with residents and staff or attend Public Meetings.

The *Education Act* applies to school board trustees. For information on school board trustees roles, please contact the applicable school board.

#### **Mayor Role:**

The Mayor's role is to exercise the best interests and values of the municipality as a whole, provide the legislative and representative needs of the municipality. The principle duties include:

- Act as Chief Executive Officer of the municipality.
- Preside as chair and maintain order and decorum at all meetings of Council.
- Provide leadership to the council.
- Collaborate with all members of council to achieve consensus.
- Create an open and transparent environment that promotes teamwork.
- Brief fellow council members of key issues that Mayor's office has received information on.
- Act as key spokesperson to the community.
- Communicates with all senior levels of government, the media and residents.
- Is the primary liaison with the Township Chief Administrative Officer.
- Perform a ceremonial role at special events and official functions.
- Key signing officer for all council correspondence, by-laws, agreements and cheques.
- Carry out the duties of the head of council under the *Municipal Act* or any other Act.

#### **Councillor Role:**

Councillor's role is to represent the public and to consider the well-being and interests of the municipality including:

- Developing and evaluating the policies and programs of the municipality.
- Determining which services the Township shall provide.
- Ensure that the administrative practices and procedures are in place to implement the decisions of council.
- To maintain the financial integrity of the municipality.
- Collaborate with the Mayor and fellow council members to achieve consensus.
- Attend all meetings of council.
- Inform the public on current ward issues.
- Handle ward complaints and resolve conflicts with Township staff assistance.
- To carry out the duties of council under the *Municipal Act* or any other Act.

**Policy Making Role:**

Council members become involved in and gain an understanding of the municipal policy development process that would include land use planning, finance, by-laws and enforcement, public works operations, fire and emergency services and leisure activities. Decisions are made by resolution or by by-law.

**Management Role:**

The day-to-day operations and/or management of the Township services is done through staff under the direction of the Department Managers and Chief Administrative Officer. Council, in consultation with Township staff, will determine the short and long term strategic goals of the municipality.