

Rural Municipality of Belfast

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

Responsibilities of the Councillor

A complete Guide to the ***Municipal Government Act*** (MGA) of Prince Edward Island is provided in the **Local Government Resource Handbook**, and found on the GPEI Website at:

<https://www.princeedwardisland.ca/en/publication/local-government-resource-handbook>

The specific excerpt for the Roles of the Councillor (page 12 in the Handbook), is as follows:

Duties and Responsibilities

The MGA provides Councils with broad authority, and clarifies the duties and responsibilities of Council, including:

- Carrying out the duties and functions specifically outlined in the MGA or another Act
- Developing policies for services and programs
- Evaluating services and programs on a regular basis
- Appointing, directing and managing the Chief Administrative Officer (CAO)
- Revoking or suspending the CAO's appointment if required
- Participating in, and voting at, Council meetings, committee meetings, and on other bodies to which a Councillor may be appointed
- Exercising the powers of Council or the Municipality by passing bylaws or resolutions
- Establishing a procedural bylaw and a code of conduct for Council members by bylaw
- Establishing a code of conduct for employees that includes conflict of interest rules
- Ensuring the powers of the Municipality and Council are used appropriately and that their duties and functions are carried out

Council is accountable to the public for the decisions it makes. Council is also responsible for ensuring that the Municipality operates in an open and transparent manner while respecting confidentiality and privacy requirements. The Council is responsible for ensuring the Municipality operates within its enabling legislation. The Municipality can be taken to court if it acts outside its legal authority. The legislation establishes minimum requirements and the Council can establish additional procedures and processes, within their legislative authority.

Individual members of Council have a duty to be prepared and informed on matters before Council, to attend meetings, and to vote on decisions before Council. The Council does not actively carry out the day-to-day administration of the Municipality; this happens through the CAO, who implements the policies and directives of Council. The CAO is responsible for any and all municipal employees. Neither Council nor individual Councillors may provide direction to municipal staff other than the CAO.

The average number of Council meetings in a calendar year for Council, typically average about ten (10) for the Rural Municipality of Belfast.