

DUTIES OF COUNCIL

The council of the municipality is very important to the community. Powers given to the incorporated municipality are exercised, on behalf of the inhabitants, by the elected council – making councillors the most important players (officially).

The following are the duties of certain municipal officials and employees.

HEAD OF COUNCIL

It is the role of head of council,

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings;
- c) to provide leadership to the council;
- d) to represent the municipality at official functions; and
- e) to carry out the duties of the head of council under this or any other Act.

COUNCIL

It is the role of council,

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative practices and procedures are in place to implement the decisions of council;
- e) to maintain the financial integrity of the municipality; and
- f) to carry out the duties of council under this or any other Act.

CLERK

A municipality shall appoint a clerk whose duty it is,

- a) to record without note or comment, all resolutions, decisions and other proceedings of the council;
- b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- d) to perform the other duties required under this Act or any other Act; and
- e) to perform such other duties as are assigned by the municipality.

Procedural By-law [click here](#) By-law 2019-06

TREASURER

The treasurer shall receive and safely keep all money of the corporation, and shall pay out the same to such persons and in such manner as the laws of Ontario and the by-laws or resolutions of the council direct, and every cheque issued by the treasurer shall be signed by the treasurer and by some other person designated for the purpose by by-law or resolution of the council.

DEPUTY TREASURER

He or she shall have all the powers and duties of the treasurer under this and every other ACT.

COLLECTOR

He or she is to act, and may make regulations governing the performance of his or her duties.

DEPUTY MAYOR

When the head of council is absent or refuses to act, or the office is vacant, the council may by resolution appoint one of its members to act in the place of the head of council and while so acting, the member has and may exercise all the rights, powers and authority of the head of council.