



Clear Hills County

Effective Date: **November 27, 2012**

Policy Number: **1102**

Title: **RESPONSIBILITIES OF COUNCILLORS**

1. Policy Statement

- 1.1 Clear Hills County will establish the duties, roles and conduct of a Councillor of Clear Hills County as provided in the Municipal Government Act and to ensure Council as a whole are informed of Committee business.

2. Councillor Responsibilities

- 2.1 The duties of a Councillor of Clear Hills County will be:
- a) to consider the welfare and interests of the municipality as a whole and to bring to the Council's attention anything that would promote the welfare or interests of the county;
 - b) to participate generally in developing and evaluating the policies and programs of the county;
 - c) to participate in Council meetings and Council committee meetings and meetings of other bodies to which they are appointed by the Council;
 - d) to obtain information about the operation and administration of the county from the Chief Administrative Officer or a person designated by the Chief Administrative Officer;
 - e) to keep in confidence matters discussed in private at a Council or Council committee meeting until discussed at a meeting held in public;
 - f) to perform any other duty or function imposed on Councillors by the MGA or any other enactment or by the Council.
- 2.2 The Council of Clear Hills County is responsible for:
- a) developing and evaluating the policies and programs of the county;
 - b) making sure that the powers, duties and functions of the county are appropriately carried out;
 - c) carrying out the powers, duties and functions expressly given to it under the MGA or any other enactment.
- 2.3 The Council of Clear Hills County will not exercise a power or function or perform a duty that is by this or another enactment or by bylaw specifically assigned to the Chief Administrative Officer or a designated officer.
- 2.4 These duties and roles of councillors are also set out the Procedural Bylaw which may only be amended, repealed or suspended by a bylaw unanimously passed at a regular or special meeting of Council at which all Council members are present.

3. Committee Responsibilities

- 3.1 Annually, at the Organizational Meeting, Councillors will be appointed to serve on various in house and external committees.

- 3.2 Councillors serving on Committees shall represent the interest of the whole County and shall keep Council informed of Committee business.
- 3.3 Following the appointment of the Reeve, Councillor or member-at-large to an committee, board or authority the Chief Administrative Officer shall advise the committee, board or authority of the appointment and the following:
- a) that the secretary to the committee, board or authority shall forward to Clear Hills County a ratified copy of the minutes, of any board that holds meetings monthly, within 15 days of each meeting or an unratified copy of the minutes of any board with meetings not held monthly within 15 days of each meeting, along with the dates of any scheduled future meetings, and
 - b) that where the Reeve or a Councillor is appointed to the committee, board or authority the Reeve or Councillor shall not be expected to act as an advocate for the committee, and significant issues such as funding requests and long term plans should be presented to Clear Hills County Council by the Chair, or their designate, of the committee, board or authority.
- 3.4 For the Councillor Report portion of the first regular Council meeting of each month, Councillors have the options for written reports or verbal updates and provide an update during the Council External Committee Report portion of the Regular Council Meeting. (as per Bylaw No. 164-12 14.13.4)

4. General

- 4.1 Every member of the Council shall make and subscribe an official oath before entering on the duties and shall deposit the oath with the County Chief Administrative Officer.
- 4.2 The Reeve and members of Council may be paid the remuneration, travel, subsistence and out of pocket expenses that may be set by the Council and outlined in Council Policy 1107 – Honorarium Payment to Council Members.

5. End of Policy

ADOPTED: Resolution# C186-03

Date: March 25, 2003

AMENDED: Resolution #C876-03

Date: November 25, 2003

AMENDED: Resolution #C247-04

Date: March 23, 2004

AMENDED: Resolution #C555-04

Date: June 22, 2004

AMENDED: Resolution #C689(09/28/10)

Date: September 28, 2010

AMENDED: Resolution #C762-12

Date: November 27, 2012