



WELCOME TO MUNICIPAL GOVERNMENT!

municipalaffairs@gov.pe.ca or call 902-620-3558



Roles & Responsibilities





What is the Municipal Government Act?

Gives municipalities and their councils the **legal framework** needed to:

- Create bylaws
- Determine and deliver programs and services for residents
- Guide governance structure
- Hold elections
- And more.

Ensures **accountability** to taxpayers:

- Money
- Assets
- Needs and interest



What is the Purpose of Council?

The Council makes decisions on policies, services and programs for the residents of the municipality who elected them.



The Council:

- **Creates policies to direct management;** such as human resource, procurement, finance, and more.
- **Adopts bylaws to regulate the municipality.**
 - There are different types of bylaws, some are mandatory, administrative, enforcement, and services related.
- **Creates programs for residents and businesses.**
 - Programs such as recreational, black fly program, environmental programs, and energy programs as examples.

Council Responsibilities

Section 86

Administration (Council as a Whole)

- Pass mandatory and discretionary bylaws
- Hire & direct CAO
- Provide a safe and respectful workplace
- Appoint committees based on procedural bylaw
- Approve minutes, policies, & services

Financial

- Approve budget and set property tax rates
- Review and approve an asset management plan
- Review and approve \$25,000 and higher procurement purchases



Mayor's Role

Provide leadership (Section 89):

- Conducts meeting and only votes to break a tie
- Is the spokesperson for Council at public functions
- Signing authority (MGA 156)

Chief Administrative Officer (CAO)

Section 93

- **Signing Authority**
- **Liaison** for public, stakeholders, staff, and external contractors.
- **Operations**
 - Administrative (office set up, minutes, financials, contracts, payroll, etc.)
 - Staffing (hiring, reviews, direction)
 - Bylaws and policies (creation, implementation and records)
 - Legal obligations (MGA, Planning Act, Water & Sewerage Act, and regulations etc.)
 - Manages the delivery of services and programs
 - Assists and/or creates financial plans, audits, funding proposals, etc.)

Trusted Advisor



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Your CAO is your expert advisor who provides professional and objective advice on all municipal matters from legislative to operations.

Any item of business that Council is asked to provide a decision on will be presented by the CAO.

Section 92

Mayor & Council are not Employees

**Just don't do it!
For so many reasons.**

Employees report to the CAO!



Helpful tips...

Other MGA items...

- Code of Conduct
- Conflict of Interest
- Other Provincial Acts/Regulations

Public Disclosure Statements

Required to file a public disclosure statement with the CAO within thirty (30) days of being elected (updated during the term as needed).

<https://www.princeedwardisland.ca/en/publication/council-member-disclosure-statement>

Not required but best practice is to post disclosure statements.

Disclosure statement includes:

- name and nature of employment;
- financial interests; (not salary or value of holdings)
- other involvement that may be seen to affect fairness in making a municipal decision.

Confidential Information

Confidential

- Land (until public)
- Legal
- Human resources



Do Not:

- disclose/release information unless required or authorized by policy or law.
- use confidential information for gain (yours or others)
- access confidential information in the custody of the municipality unless authorized by policy or law.

Use of Municipal Property, Equipment and Services



No special privileges – same rules as everyone else.

If the public can use it, then so can you.

Respectful Workplace

- A duty to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure the work environment is free from discrimination and harassment.

Note: New Workplace Harassment Regulations
www.wcb.pe.ca/wh



Planning or Procurement Proposals before Council

- Don't solicit or accept support in any form from an individual, group or corporation, with any planning or procurement proposal before Council.



**OPEN
PROCUREMENT**

Examples of Conflict of Interest

- **Land Transactions**

Development close to yours or family's property.

Family member selling land to the municipality.

- **Contract Awards**

- **Lawsuits**

Bylaw Impact

Enforcement bylaw that benefits you, family or friends.

Indirect

A client of yours (engineer/accountant etc.) **benefits** from a decision made at council.

Honorarium /Grant

You, family, receiving honorarium or grants from municipality.

Exceptions section 96 (5) (7) (8) Page 54
Limitation on pecuniary interest, providing goods or services to the municipality, right to be heard



Checklist to Avoid Improper Conduct

- 1) Will the press make this a news story?
 - Good manners/decorum
 - Disclose the conflict i.e., minutes
 - Respectful behaviour
- 2) Will an enforcement officer knock on my door?
 - Follow acts and regulations
 - Follow procedural/conduct bylaws
 - Remain objective and without undue influence
- 3) If I say that, will I need to apologize?
 - Refrain from making negative public statements attacking the Municipality, staff or fellow council members.

Welcome!



Municipal Affairs Team

Tel: 902-620-3558

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Any questions, please ask your CAO
or contact Municipal Affairs.

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