

**JOB DESCRIPTION
COUNCILLOR
MUNICIPALITY OF ARGYLE**



Position Status

4 year term

Minimum Requirements

Elected by the duly qualified electorate of the Municipality of the District of Argyle in accordance with the terms of the Municipal Elections Act.

Description Overview

A Councillor for the Municipality of the District of Argyle is responsible to identify and discuss issues impacting the Municipality, receive and consider public input, make appropriate decisions in a manner that encourages full and open discussion, and exercises those powers prescribed by the Municipal Government Act.

Specific Duties and Responsibilities

Position responsibilities include but are not limited to:

- (a) Regular and thorough preparation for each Council Meeting.**
- (b) Read and review agenda materials supplied.**
- (c) Become intimately familiar with the Municipal Strategic Plan, Integrated Community Sustainability Plan, Capital Investment Plan, Budget, Policies, By-Laws and other Municipal documents that impact Municipal policy.**
- (d) Active solicitation and input gathering from affected parties and the general public on matters of community interest.**
- (e) Participate meaningfully in consideration of agenda items.**
- (f) Participate in discussion of issues, including requesting additional data and considering various personal perspectives.**
- (g) Respond to constituent requests for information of assistance with problem resolution, either directly or through staff support, through the office of the CAO.**
- (h) Act as liaison between the Municipality and the general public.**
- (i) Participate in subcommittee and task force meetings and prepares reports to provide information for Council to consider.**
- (j) Assume responsibility for accomplishing necessary research either by talking to**

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- appropriate individuals or request that the Staff undertakes appropriate research, through the office of the CAO.
- (k) Participate in the annual evaluation of the performance of the Chief Administrative Officer.
 - (l) Along with council, annually establish and modify priorities and goals for Council.
 - (m) Set administrative and public policies, along with the rest of Council.
 - (n) Review and approve an annual budget and tax rate.
 - (o) Serve as Council liaison to regional commissions and provincial and federal agencies serving the Municipality.
 - (p) Set and interpret rules governing its own proceedings.
 - (q) Inform citizens on major decisions made by Council or major potential activities that may impact the Municipality of the individual district.

Attendance

Regular meeting attendance at Regular Council and Committees of Council is an important aspect of the Warden and Councillor's duty. Complex issues are often discussed and continuity of attendance and participation are important to effective leadership. The Warden and Councillors are expected to prepare and actively participate in meetings, asking questions where clarity is needed.

- (a) Expected to attend all regularly scheduled and special council meetings.
- (b) Expected to attend all appointed subcommittee and task force meetings and chair meetings as required.
- (c) Expected to attend regional council meetings as required.
- (d) Expected to attend community events as possible.

Accountability

The Warden and Councillors are expected to report to the rest of Council on their subcommittees. At the Regular Council Meeting, each Councillor is expected to submit, at a minimum, a verbal report during the meeting. Ideally, a written report would be submitted to the Clerk or Deputy Clerk prior to the meeting.

Resignation

CESSATION OF QUALIFICATIONS AS, AND RESIGNATION OF, COUNCILLOR

A councillor shall resign or cease to be a councillor in accordance with the terms of Section 17 of the Municipal Government Act which reads as follows:

17(1) The mayor or a councillor may resign from office at any time by delivering to the clerk a signed resignation and such a resignation is effective on delivery by the clerk to the next meeting of council.

- (2) A resignation may not be withdrawn once it has been delivered to the clerk.

