

## Mayor/Chairperson

*What is the Mayor/Chairperson's role?*

- Be the political head of the municipality and preside over all meetings of Council;
- Act as the spokesperson for the municipality unless delegated otherwise;
- Co-sign cheques with the administrator unless otherwise delegated;
- Establish standing committees of Council;
- Ensure that issues are fully debated and the public view is heard;
- Be unbiased in any debate or discussion before Council;
- Can not vote on any resolution unless their vote is needed to break a tie.

## Councillor

*What is the Councillor's role?*

- Work with fellow councillors to set direction, adopt policies, and govern;
- Represent the residents of the municipality and bring forward their views;
- Vote on matters before Council (abstaining counts as a vote in favor);
- Sit on standing committees as assigned by the chairperson and on special committees as established by Council;
- Make decisions in regards to by-laws and major projects in your municipality.

*“Council deals with the organization through one employee; the Chief Administrative Officer”,*

George Cuff; Guide for Municipal Leaders:  
A Survival Guide for Elected Officials.

## Responsibilities of an Elected Municipal Official

Are you interested in running for a position on your Municipal Council?

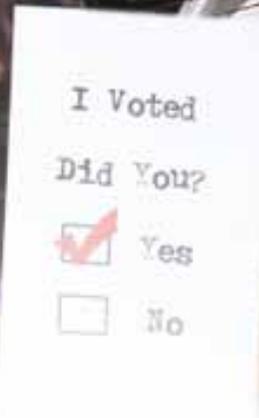
Municipal councils serve an important role in our Island communities.

While working in Municipal Government can be very personally rewarding, it does involve a time commitment.

Candidates who express their readiness and willingness to take on this responsibility and who show a genuine concern for the municipality make the best elected officials.



# Municipal Elections PEI 2012



## *Seven Areas of Focus For a Municipal Council*

1. Leadership – Collective vision and priorities implemented through bylaw, resolution and policy
2. Conflict Resolution – Resolve differences, seek alternative solutions, review options
3. Representation – Community input, advocate alternatives
4. Policy Guidance – review current policy, direct future policy and implement the policies via bylaw/resolution; review and refine bylaws
5. Establish Service Delivery - Determine services, establish level of service, decide on implementation model
6. Monitoring Results – Set targets, assess annual results
7. Financial – budget process, financial policies, audits, PSAB compliance

## *What skills are needed to be an effective elected municipal official?*

It is not necessary to have a vast knowledge of municipal governance in order to run for municipal council. Most citizens have a wide range of skills, knowledge, and experiences that will help them become an effective municipal official. Most of these skills will come from life experiences gained through work, education, community or other volunteer involvement. Other attributes that will assist you in being an effective municipal official include:

***Having the Time***– Being an elected official will take up a significant portion of your free time, even in smaller municipalities. Not only do you have to attend council and possibly committee meetings, but you may be expected to attend various other community functions, along with being available to listen to any constituents' concerns;

***Teamwork***– If you become an elected municipal official, you must be able to work effectively as part of a team. You not only need to work together with your fellow councillors, but also with the staff of the municipality, as well as with other municipalities in the Province;

***Patience***– As an elected official, you must realize that often the vision and goals for a municipality are very long-term in nature, and change will not happen overnight.

