

WELCOME TO YOUR



COUNCIL ORIENTATION





Your Council Members

Mayor:

- Isaac Laponsee (Term expires Feb. 2007)

Councillors:

- Marvin Cook (Term expires Feb. 2006)
- Ralph Cook (Term expires Feb. 2006)
- Adolph Cook (Term expires Feb. 2006)
- Daniel Farrow (Term expires Feb. 2007)

Presentation Outline

- Review of Council Orientation Manual
 - A. Distribution of Legislative Powers in Canada
 - B. Community Council
 - C. Duties of Council Members
 - D. Duties of Clerk/Administrator
 - E. Consultative Services Available from Department
 - F. Meeting Management
 - G. Financial Management
 - H. Conflict of Interest
 - I. Fraud Awareness
 - Understanding & Interpreting Financial Statements
- Question Period

A. Distribution of Legislative Powers in Canada

- The federal *Constitution Act* gives sovereign powers to the federal government and the provinces
- The federal government has jurisdiction over all of Canada
- Provinces have jurisdiction only within provincial boundaries

A. Distribution of Legislative Powers in Canada

Delegated Authority

- Local government authorities are created by provincial legislation and have no *sovereign* powers
- Local authorities have powers that are delegated by the province
- Your council gets its authority from *The Northern Affairs Act*

B. Community Council

Legislation

- The *Northern Affairs Act* is the legal authority under which councils exist, function and operate
- The *Northern Affairs Act* provides for the incorporation of communities
- The Minister has the legislated authority to act on behalf of unincorporated communities

B. Community Council

Regulations

- Regulations have the same authority as an act of legislation
 - *Election Regulation*
 - *Community Designation, Boundaries and Elections Schedule Regulation*
 - *Honorarium Regulation*

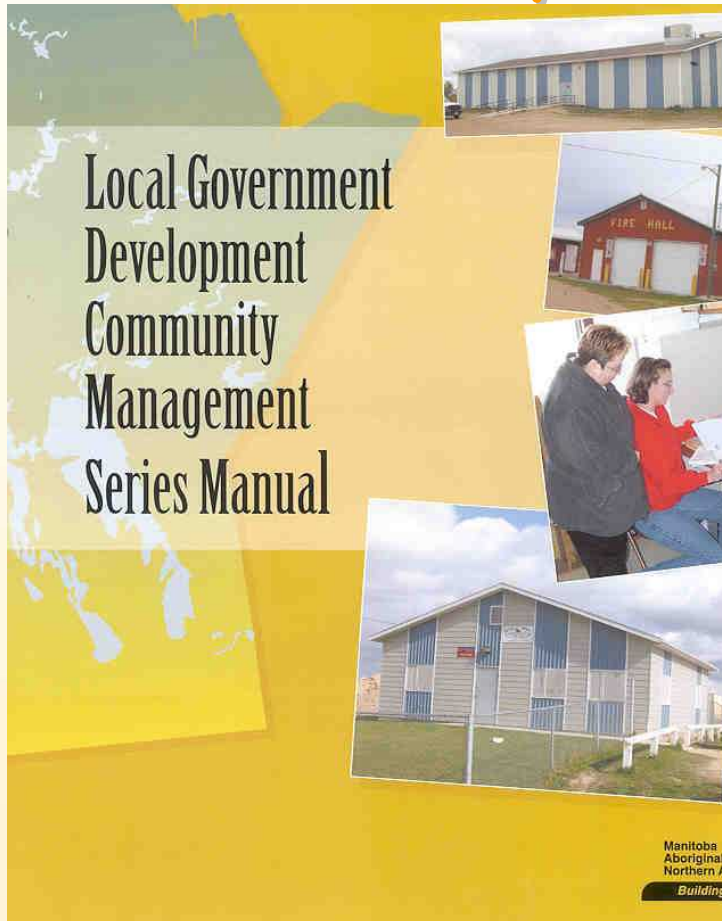
B. Community Council

Reference Material

- Community Management Series
- Local Government Development Manual of Policies and Procedures
- Financial Management Guide
- Recreation Director's Handbook
- Election Officers Handbook

B. Community Council

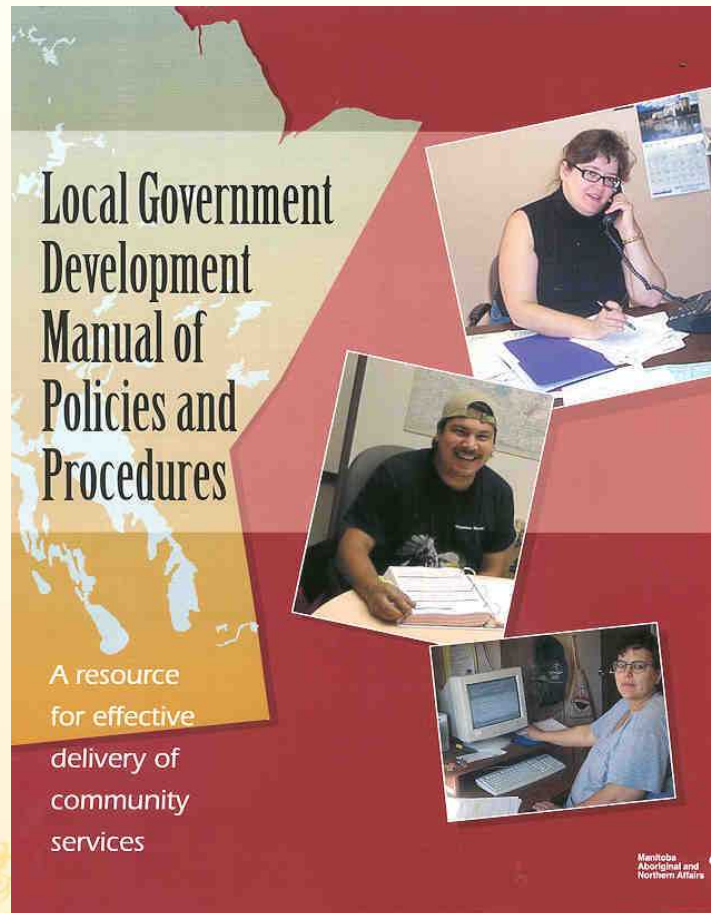
Community Management Series



- Running for Council
- Council Orientation Manual
- Managing Your Own Affairs
- Employee Management Guide
- Community Management Plan Development
- Community Land Use Planning
- Subdivision Process Guide
- Capital Project Planning and Delivery

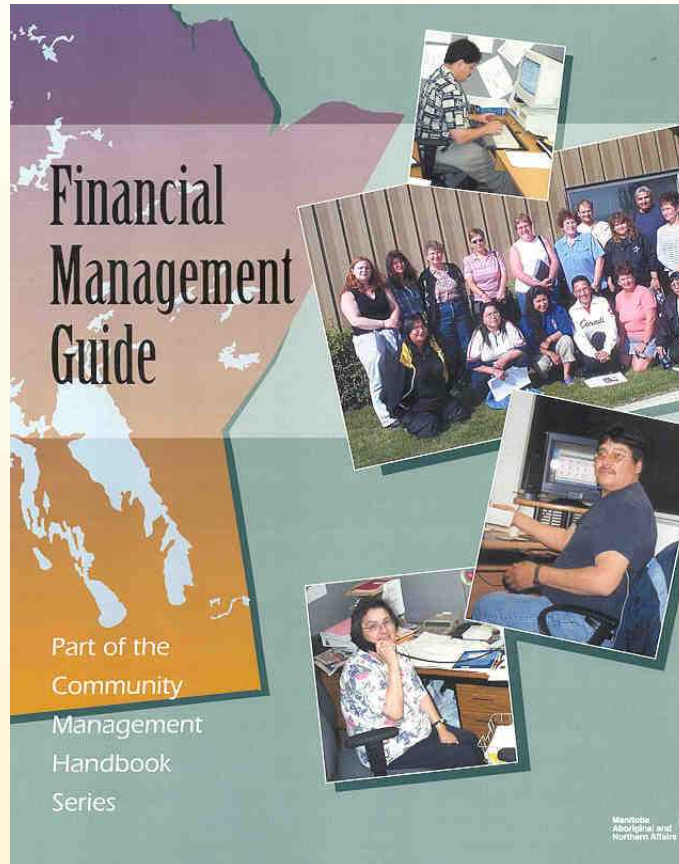
B. Community Council

Local Government Development Manual of Policies and Procedures



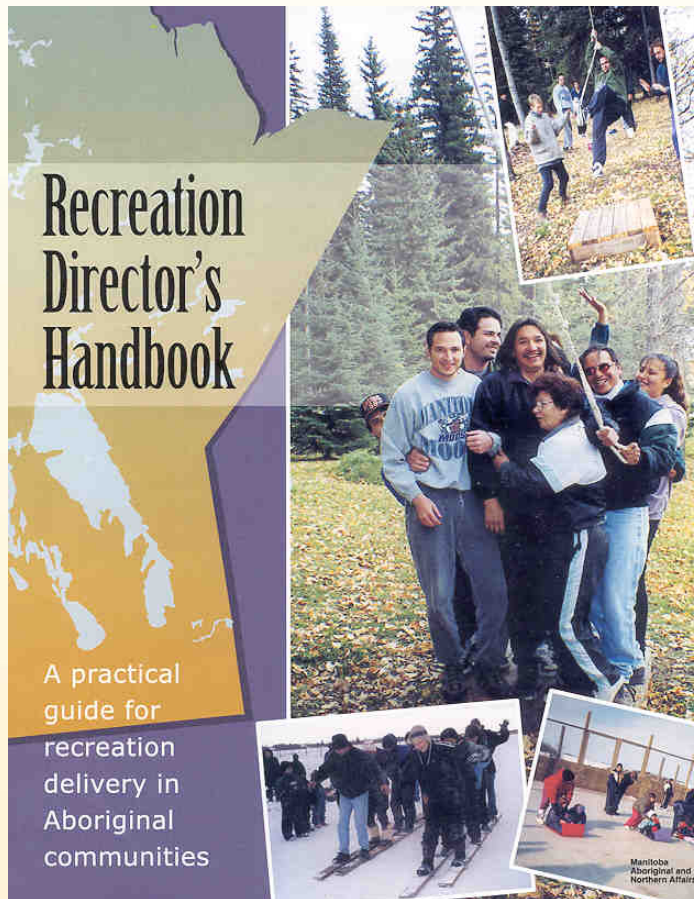
- Financial
- Public Works
- Land
- Protective Services
- Environmental Health Services
- Election
- General

B. Community Council Financial Management Guide



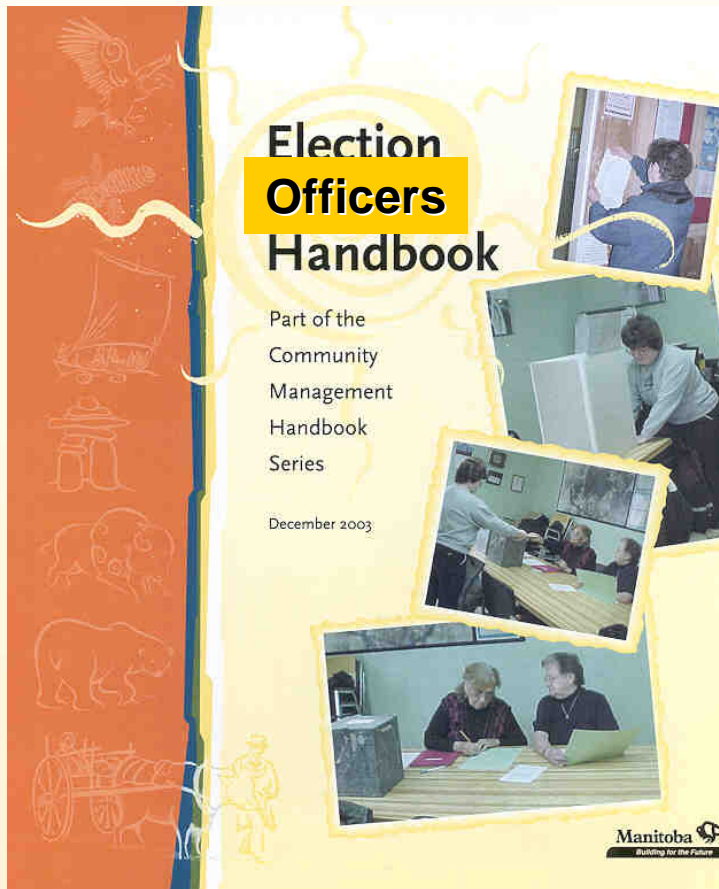
- Administrative
- Financial
- Budgeting & Coding
- Blank Forms
- Appendix

B. Community Council Recreation Director's Handbook



- What is Recreation
- Partners in Recreation
- Recreation Directors
- Recreation Committees
- Program Planning
- Managing Volunteers
- Fundraising
- Budgeting
- Facilities
- Community Recreation Planning

B. Community Council Election Officers Handbook



- Election Officers
- Returning Officer's Functions
- Revising Officer's Functions
- Enumerator's Functions
- Poll Clerk's Functions
- ANA Staff Functions
- Regulations and Policies
- Sample Forms

C. Duties Of Council Members

- Good governance
- Act in the best interest of the community
- Understand council authority and departmental policies
- Attend council meetings and participate in discussions/decisions

C. Duties Of Council Members

- Make objective and unbiased decisions
- Be aware of financial position
- Accept responsibility for assigned "portfolio"
- Protect community assets from theft, misuse or fraud

C. Duties Of Council Members

- Ensure staff are adequately trained
- Adhere to conflict of interest policy
- Good communication with residents and employees
- Evaluate policies and programs for the community
- Serve on committees

C. Duties Of Council Members

Duties Of Mayor

- Council representative
- Leader
- Chair of council meetings
- Ensures council decisions are legal
- Guards against conflict of interest



D. Duties of Clerk/Administrator

- An information resource and advisor to council on legislation, regulations, policies, procedures and finances
- Council is the decision-maker and responsible for all its decisions
- The administration is responsible for implementing council decisions
- Attends council meetings
- Prepares agendas and meeting minutes
- Drafts resolutions and bylaws

D. Duties of Clerk/Administrator

- Prepares and presents financial statements
- Maintains files and filing systems
- Provides administrative support
- Correspondence
- Provide records for council inspection and audit purposes
- Maintains records required for conflict of interest procedures
- Ensures necessary documents are submitted to appropriate authorities



E. Consultative Services Available from Department

ANA Consultants

- Municipal Development
- Recreation and Wellness
- Technical and Public Works
- Environment
- Protective Services
- Community & Resource Development



E. Consultative Services Available from Department

Municipal Development Consultant

- Facilitate council/staff development and improved financial management and administrative skills
- Facilitate council's development of a CMP
- Assist with trouble-shooting on financial matters
- Provide information on resources and training opportunities
- Assist in interpretation of legislation
- Advise on services available from other government departments and agencies



E. Consultative Services Available from Department

Recreation and Wellness Consultant

- Promotes recreation and wellness programming for communities
- Provides support, resources and networking opportunities
- Promotes and supports professional development for community recreation directors



E. Consultative Services Available from Department

Technical and Public Works Consultant

- Helps communities plan, deliver, operate and maintain various public works and infrastructure projects
- Three major operational areas are:
 - Project Planning
 - Project Delivery
 - Operations and Maintenance



E. Consultative Services Available from Department Environmental Consultant

- Helps to plan, deliver, operate and maintain municipal infrastructure for:
 - water treatment plants & distribution systems
 - wastewater treatment plants & collection systems
 - solid waste disposal grounds
- Assists with capital applications, designs, estimates and RFPs
- Arrange job-site meetings with councils to plan project delivery
- Arrange engineering services
- Responsible for overall project management



E. Consultative Services Available from Department

Protective Services Consultant

- Works to improve local capacity to respond to public safety concern
- Works with programs for:
 - Fire
 - Ambulance
 - Constable
 - Emergency Planning

E. Consultative Services Available from Department

Community and Resource Development Consultant

- Land use development plans
- Assists, promotes and facilitates community round tables
- A resource to assist formation of community development corporations and other economic strategies
- Facilitates housing strategies



F. Meeting Management

- Council determines date and time of at least 10 regular meetings/year
- The mayor or 3 members of council may call special meetings
- If unable to attend notify the administration
- Council meetings are open to public

F. Meeting Management

Duties of Clerk/Administrator

- Prepares agenda
- Presents financial statements
- Requests approval of payables
- Presents correspondence
- Records minutes and resolutions

F. Meeting Management

Duties of Council Members

- Attend all council meetings
- Participate in discussions
- Represent concerns and views of the community
- Behave in an orderly manner
- Be respectful of others

F. Meeting Management

Additional Duties of Mayor

- Ensure there is a quorum
- Conduct an orderly meeting
- Ensure everyone has a chance to speak
- Ensure decisions are made by resolution and carried by a majority
- Ensure speakers are on topic and control the length of discussion

G. Financial Management

- It is important for council to know the community's financial position
- *Financial management* is making economical and efficient use of limited resources and protecting community assets from theft, fraud or neglect
- Financial management involves planning, implementing and controlling

G. Financial Management

Planning

- Council is responsible for annual development and submission of a Community Management Plan (CMP)
- This plan (due January 31st) includes a budget, 5-year capital plan, operation & maintenance plan, recreation and wellness plan and staff training plan

G. Financial Management

Implementing

- Throughout the year decisions are guided by the CMP
- Significant deviations from plan will require council to act to ensure that council does not incur a deficit
- Council must identify cost savings or extra funding needed prior to approving any unplanned expenditures

