

Contents

Distribution of Legislative Powers in Canada	Page 1
Community Council	Page 1
Definition of Community Council.....	Page 1
Legislation	Page 2
Reference Material.....	Page 3
Duties of Council Members	Page 4
Duties (includes mayor).....	Page 4
Additional Duties of the Mayor	Page 4
Council Member's Code of Conduct.....	Page 5
Duties of Community Administrative Officer	Page 5
Duties	Page 5
Consultative Services Available from Department	Page 6
Municipal Development Consultant.....	Page 6
Technical and Public Works Consultant.....	Page 6
Environmental Consultant	Page 6
Workplace Safety and Health Consultant.....	Page 6
Protective Services Consultant	Page 7
Community and Resource Development Consultant.....	Page 7
Recreation and Wellness Consultant	Page 7
Meeting Management	Page 7
Duties of Community Administrative Officer.....	Page 8
Duties of Council Members (includes mayor).....	Page 8
Additional Duties of Mayor.....	Page 9
Financial Management	Page 9
Planning	Page 10
Implementing	Page 10
Controlling	Page 11
Conflict of Interest	Page 11
Fraud Awareness	Page 12
Fraud Related Facts	Page 13
Warning Signs.....	Page 13
Preventing Fraud in Your Community – Duties as a Member of Council	Page 13

Appendix

Appendix A – Council Orientation Presentation

Appendix B – Understanding and Interpreting Financial Statements