



## **FACT SHEET**

### **ROLES AND RESPONSIBILITIES OF MUNICIPAL GOVERNMENT**

Under the Canadian Constitution, municipalities are the responsibility of the Provincial Government. The Ontario Government has enacted the Municipal Act, which sets out the roles and responsibilities of local government.

According to the Municipal Act, it is the role of the elected Council to:

- Represent the public and to consider the well-being and interests of the municipality;
- Develop and evaluate the policies and programs of the municipality;
- Determine which services the municipality provides;
- Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- Maintain the financial integrity of the municipality; and
- Carry out other duties set by legislation.

It is the role of the Reeve, the Head of Council, to:

- Act as chief executive officer of the municipality;
- Preside over council meetings so that its business can be carried out efficiently and effectively;
- Provide leadership to the council;
- Provide information and recommendations to the council with respect to its policy and accountability roles;
- Represent the municipality at official functions; and
- Carry out other duties set by legislation.

Municipal administration, including officers and employees are charged to:

- Implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- Undertake research and provide advice to council on the policies and programs of the municipality; and
- Carry out other duties required by the Municipal Act and other legislation.