



MONCTON

ROLE DEFINITION

A Councillor of the City of Moncton is an individual, elected in a municipal election or by-election to one of the Ward or At-Large seats on the Moncton City Council.

ELIGIBILITY

GENERAL REQUIREMENTS: TO BE A **CANDIDATE** FOR MONCTON CITY COUNCIL, A PERSON **MUST BE**:

- 18 years of age on or before election day
- a Canadian citizen
- a resident of the province and the municipality for at least 6 months before election day

– a person is not qualified to be nominated as a candidate for councillor for a ward unless he is a resident of that ward when he is nominated

Municipal Elections Act (Section 18)

RESPONSIBILITIES

A COUNCILLOR OF THE CITY OF MONCTON TAKES ON THE FOLLOWING RESPONSIBILITIES:

A) Serves the Interests of the Whole Community

As stated in legislation, a councillor shall consider the welfare and interests of the entire municipality when making decisions and bring to the attention of council matters that may promote the welfare or interests of the municipality
Municipalities Act: 36(2.1)(a) and (b)

B) Develops and Evaluates Policies, By-Laws

As part of the decision-making role, council members must take the time to evaluate and review the local government's by-laws, policies and agreements to ensure they continue to reflect community needs. *Municipalities Act: 36(2.1)(c)*

C) Attends Council and Committee Meetings

A councillor's attendance at, and active participation in, council meetings are required by legislation and are crucial if a local government is to work effectively. Council meetings provide the opportunity for sharing information, debate, consensus-building and ultimately, the making of decisions.
Municipalities Act: 36(2.1)(d)

D) Policy development

Setting policy direction involves engaging in debate, providing input and ideas on programs, bylaws and policies and making decisions through the voting process at council meetings.
N New Brunswick Local Government Resource Manual, page 13: <http://www2.gnb.ca/content/dam/gnb/Departments/lg-gl/pdf/LocalGovernmentResourceManual2.pdf>

E) Representing the Community

Councillors also serve to represent the broad interests of the community and as such, should bring these to the attention of council. There are decisions that council members will make that will unavoidably be unpopular. If council members can remember that they were elected to make decisions that are in the best interests of the whole community (both short and long term), it will help when difficult decisions have to be made.

F) Financial Role

In establishing the budget and subsequent tax rate, councillors must adhere to municipal accounting principles and financial policies when determining how a municipality will allocate its funds. Working with administrative staff, they must constantly assess needs in determining the level of services to bring to residents/businesses of the community.

G) Conflict Resolution Role

Differences of opinion amongst councillors and residents are a normal and healthy part of the decision-making process. To ensure that a thorough and fair process has been followed before reaching a final decision, councillors are expected to listen to and respect other's opinions on the issue, to review all administrative research, advice and options, as well as any policy and budgetary consequences, before voting on the matter.

H) Other functions

From time to time, councillors will be assigned other duties. This may range from sitting on specific committees to representing the community at a particular function where the mayor or deputy mayor is unable to attend. Councillors also have a legislated obligation to participate in any other body to which he or she has been appointed by the council.
Municipalities Act: 36(2.1)(d)

PERFORMANCE OUTCOMES

In line with the description provided above, a Councillor's performance shall be documented with regard to the outcomes listed below. The broad variety of outcomes recognizes that Councillors bring different strengths and areas of interest to the role and they are free to focus on the areas that interest them and which permit them to best use their talents and abilities.

Councillors' performance outcomes will be documented by the City Clerk's Office and a performance report will be provided to Council for their review and consideration prior to being posted on the City of Moncton website. Should Council deem the performance of one or more members to be significantly below the performance requirements, Councillors may request that the matter be added to the agenda of a future Council meeting.

SERVES THE INTERESTS OF THE WHOLE COMMUNITY

- To participate in one or more committees that address an item of interest to the entire City of Moncton.
- To be a City of Moncton liaison with the board or leadership of one or more community organizations that involves the entire City of Moncton.
- To inform Council of any conflict of interest in accordance with the conflict of interest provisions of the *Municipalities Act*.

DEVELOPS AND EVALUATES POLICIES, BY-LAWS / D. POLICY DEVELOPMENT

- Participate in by-law or policy reviews.
- Communicate to residents regarding any by-law or policy changes that will have a significant impact on their Ward or the entire community, as well as identify a communication channel for residents who wish to provide input on the matter.
- Participates in provincial or national organizations and working groups on issues related to policies or by-laws.

ATTENDS COUNCIL AND COMMITTEE MEETINGS

- Strive to attend 70% of Council meetings, unless the absence is due to illness or representing the City at another function.
- Strive to attend 70 % of City of Moncton committee meetings for which the Councillor is a committee member.
- Encourage residents to consult Council and/or Committee minutes via the City of Moncton website, except those that are confidential.

REPRESENTING THE COMMUNITY

- Participating on committees or boards of community organizations.
- Attending events within Moncton to represent the City of Moncton.
- Representing the City of Moncton at provincial, national or international events.
- Communicating with individuals at other levels of government on behalf of the concerns of residents within a Councillor's ward or within the City as a whole.

FINANCIAL ROLE

- Participating in the Capital budget process.
- Participating in the Operating budget process.
- Communicating with and consulting residents regarding issues and concerns related to the budgeting processes.
- Participating in activities to increase the economic development of the City of Moncton.

CONFLICT RESOLUTION ROLE

- Presenting issues of concern to residents to Council for consideration.
- Facilitating access to the process to address Council or City Staff for residents with issues of concern.
- Working with other Councillors to address issues of conflict between Wards and communicating the issues and efforts at resolution to residents.
- Where possible, working to resolve conflict with other levels of government on issues of concern to the City of Moncton.

OTHER FUNCTIONS

- Providing a monthly or quarterly communications update to residents on key issues and the Councillor's actions related to Council.
- Participating in activities to increase the positive reputation of the City of Moncton, or to encourage residents to participate in activities beneficial to the City.
- Encouraging residents to participate in the democratic activities in the City of Moncton, including voting, committees, planning and other civic initiatives.

These activities provide a GENERAL FRAMEWORK which can be used to **evaluate a Councillor's performance**, but must be considered in the context of that Councillor's skills and abilities as well as any extenuating circumstances that may impact performance while remaining beyond the Councillor's control.