



Town of Arcola

Policy Manual

Policy Description:

Duties of Councillors

Policy Number: Council-001**Date Approved:** December 2nd, 2014**Date Revised:**

Purpose of Policy: To inform council and the public of what the elected councillors expectations and duties are.

Councillors have the following duties:

- 1) To represent Arcola and to consider the well-being and interests of the municipality.
- 2) To participate in developing and evaluating policies, bylaws, services and programs of the municipality.
- 3) To participate in council meetings and council committee meetings, and meeting of other bodies to which they are appointed by the council.
- 4) To ensure that administrative practices and procedures are in place to implement the decisions of council.
- 5) To keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.
- 6) To maintain the financial integrity of the municipality.