

**What is the role of a Council Member or Head of Council?**

The *Municipal Act*, Section 224 outlines the following responsibilities for the role of a Councillor:

- a) To represent the public and to consider the well-being and interests of the municipality;
- b) To develop and evaluate the policies and programs of the municipality;
- c) To determine which services the municipality provides;
- d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;  
(d.1) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e) To maintain the financial integrity of the municipality; and
- f) To carry out the duties of council under this or any other act.

The *Municipal Act*, Section 225 outlines the following responsibilities for the role of the Mayor (or Head of Council):

- a) To act as the chief executive officer of the municipality;
- b) to preside over council meetings so that its business can be carried out efficiently and effectively
- c) To provide leadership to the Council;  
(c.1) Without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
- d) To represent the municipality at official functions; and
- e) To carry out the duties of a head of council under this or any other Act.



**Serving the Town of Pelham as a Mayor or Councillor**

Thank you for your interest in serving the Town of Pelham through candidacy in the 2018 Pelham Municipal Election.

This guide was created with the input of serving Councillors, and is meant to provide information to help you understand the role of the Mayor and Members of Council.

For more information please contact:

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***How often do Council Meetings occur?***

Regular meetings of Council & Committee occur on the first and third Monday of every month, beginning at 6:30 pm. Public meetings under the Planning Act are held on the second Monday of the month, as required, and Special Meetings are called as deemed necessary by the Mayor.

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***On average, how many hours are needed to prepare for bi-weekly Council & Committee meetings?***

Councillors identified the preparation time for regular meetings as a minimum of 2 hours and a maximum of 10 hours, depending on agenda volume.

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***On average, how much time is spent with residents (over the phone or in person) every week?***

Councillors identified spending anywhere from 0 to 10 hours per week with residents, depending on the decisions required of Council and current issues.

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***On average, how much time is spent with staff members (over the phone or in person) every week?***

Councillors identified spending anywhere from 0 to 10 hours per week with staff members, depending on the decisions required of Council.

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***How many advisory committees are Councillors typically a part of?***

Councillors may participate in between 1 and 4 advisory committees which provide advice and assistance to Council on a variety of special interest areas.

Councillors may consider appointment to the following committees (subject to change):

Pelham Summerfest	Welland / Pelham Chamber of Commerce	Regional Transportation Strategy Steering Committee
Beautification	Niagara Water Quality Strategy Steering	Seniors Advisory Committee
Pelham Business Association	Niagara Road 12 Landfill Site Citizens Liaison Committee	Niagara Central Dorothy Rungeling Airport
Library Board	Regional Inter-Municipal Specialized Transit	Welland River Keepers
Active Transportation	Pen West Power Corporation	Greater Niagara Circle Route
Pelham Public Art Advisory Committee	Joint Accessibility Committee	

***What are the rates of remuneration for Members of Council?***

In 2017, the rates were:

Councillor \$15,292

Mayor \$33,365 + car allowance

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