

Who Does What

MMAH <https://www.amo.on.ca/about-us/municipal-101/municipal-elections>

Municipal Act <https://www.ontario.ca/laws/statute/01m25#BK453>

The information below can be referenced in the above links.

Role of head of council

225 It is the role of the head of council,

- (a) to act as 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 the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100.

Role of council

224 It is the role of council,

- (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. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

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Chief administrative officer

229 A municipality may appoint a chief administrative officer who shall be responsible for,

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality. 2001, c. 25, s. 229.

Clerk

228 (1) A municipality shall appoint a clerk whose duty it is,

- (a) to record, without note or comment, all resolutions, decisions and other proceedings of the council;
- (b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;
- (c) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- (d) to perform the other duties required under this Act or under any other Act; and
- (e) to perform such other duties as are assigned by the municipality. 2001, c. 25, s. 228 (1).

Treasurer

286 (1) A municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality, including,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;

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- (e) providing the council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.

Economic Development: fosters business, employment, investment, and tourism opportunities in their communities, and promote cultural events.

Human Resources: responsible for employee recruitment, training, and development, and administer compensation and benefits programs. They promote a positive workplace culture that values diversity, equity, inclusion, employee well-being, and leadership to the community

Public Works Department: (Infrastructure and Waste Site) maintains municipal infrastructure. This includes managing waste facilities, roads, sidewalks, sewers, and transportation.

Parks, Recreation and Facilities: manage and maintain local parks, playing fields, recreation centers.

Fire and Emergency Services

Emergency Management Coordinator: co-ordinates and implements emergency management programs so the municipality can respond to emergencies and natural disasters.

Firefighters respond to fire alarms and other emergencies, controlling and putting out fires, and provide fire safety education to the public.

Chief Building Official oversees enforcement of the Building Code Act within municipalities. This includes issuing permits for construction, renovation, change of use, or demolition of buildings. This role is required in all municipalities.

By-law Enforcement administers and enforces licenses and standards in areas including businesses, property standards, events, animal services, noise, and parking.

Libraries connect community members with the information, sources, and educational materials owned by municipal libraries.

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Planners manage overall future plans for the physical and social environments of municipalities. They conduct research, statistical analysis, and public needs assessments to develop reports and recommendations for council. This includes determining how areas of land are used by residents, businesses, and nature, and which municipal services will be provided in those areas.

Water and Wastewater Department maintains and distributes clean drinking water and supply, as well as collect and treat wastewater and stormwater.

The Village of Merrickville-Wolford contracts out various services which are identified below.

Contracted Service Providers

Planning and Zoning – “Fotenn Consulting”

Water and Wastewater – Ontario Clean Water Agency “OCWA”

Waste Disposal – “Emterra”

Legal Services – “Cunningham Swan”

Integrity Commissioner Services – “ADR Chambers”

Engineering – “List of Specialized Engineering Firms”

Policing – Ontario Provincial Police