



Council Job Description

It is critical that candidates understand their responsibilities and time commitment. Once elected, Council members will receive orientation training (dates identified on the 2026 Council Meeting Schedule attached). Candidates for Council are encouraged to contact the Clerk if they have questions about their role.

Township of Wellesley Mission Statement

To deliver quality services through leadership, innovation, partnership and community engagement in a fair and cost-effective manner.

Township of Wellesley Vision Statement

The Township of Wellesley is a sustainable community that preserves its heritage and culture while shaping its future.

Legislated Responsibilities of Council and the Mayor

Section 224 of the Municipal Act, 2001, describes the role of Council is to:

- represent the public and 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 senior management,
- maintain the financial integrity of the municipality, and
- carry out any other duties of council under any Act.

Section 225 of the Municipal Act, 2001 describes the role of the Mayor is 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 the role of council,
- represent the municipality at official functions, and
- carry out any other duties of the Head of Council under any Act.

Time Commitment – Council Meetings and Committees of Council

Wellesley Township Council functions on a hybrid system of virtual and/or in-person meetings, with the Chair attending Council Chambers at 4805 William Hastings Line,



Crosshill. Meetings of Council are scheduled according to the Council approved annual meeting schedule with Committee of the Whole meetings beginning at 5:45p.m. and Council meetings at 6:45p.m. Meetings occur on the second and fourth Tuesday of the month except for the months of July, August and December where one meeting is scheduled per month. Meetings generally last one to two hours and all members of Council must attend. Closed and Special meetings of Council are called as required.

Council members are also appointed to one or two additional Committees of Council, which require the Councillor to attend, participate, and report back to Council. The commitment varies but normally requires attendance at one additional, one to three-hour meeting per month.

Council members can expect to spend considerable time reviewing reports, emails, and correspondence for discussion at meetings. Members must be able to commit the time to read, understand and get clarification on the information, so they can be ready to comfortably speak to issues.

Time Commitment – Public Events and Community Relations

During the year public events are hosted by the Township or partner organizations and Council members may be invited to receptions, open houses, conferences, celebrations, annual general meetings, and other community events. Attendance at public events is not usually mandatory, however this provides an opportunity for Council to connect with the public.

Council members are often approached by individuals who want to address a problem or concern anytime while out in the community. Councillors also receive numerous emails and phone calls, which can happen during the day, nights, and weekends. Some inquiries Councillors may be able to respond to themselves while others may need to be referred to Township staff.

Human Resources and Directing Staff

The Chief Administrative Officer is the only member of staff hired directly by Council. Other positions are provided for in the Budget, approved by Council, and hired directly or indirectly by the CAO. Council provides direction to staff as a group by passing resolutions during Council meetings.

Code of Conduct

Everyone at the Township of Wellesley has a responsibility to share a common integrity base and, through adherence to the principles of the Township Code of Conduct, serve to enhance public trust.