**Station # 1**

Your task:

Each level of government in Canada has an executive, legislative, and judicial branch. Each branch plays an important role in Canadian society. Read and copy the responsibilities of each branch of government in Canada.

**Station # 2**

Your task:

The image at this station represents a scene which could take place in many Canadian cities. Study the picture closely and then write down what government responsibilities are represented. Next, copy the federal, provincial, and municipal responsibilities into your notes.

**Federal Responsibilities**​

* **national defense**​
* **foreign affairs**​
* **employment insurance**​
* **banking**​
* **federal taxes**​
* **the post office**​
* **copyright law**​
* **criminal law**​

**Provincial Responsibilities**​

* **provincial taxes**​
* **hospitals**​
* **prisons**​
* **education**​
* **marriage**​
* **property and civil rights**​
* **rules of the road**​
* **age of majority**​

**Municipal Responsibilities**​

* **building permits and zoning**​
* **city parks**​
* **public transportation**​
* **collection of garbage and recycling**​
* **water and sewer services**​
* **fire prevention**​
* **city roads and sidewalks**​
* **licensing and control of pets**​

**Station # 3**

Your task:

The Legislative Chamber is where the laws for the province of Ontario are debated and made. Fill in the missing words on your diagram through viewing the answer key.

**Station # 4**

Your task:

Read and copy the civics terms that are listed on the handout. Afterwards, work as a group to think about an idea for a law that you all believe should be passed in Canada. In your notebook, describe why you think Canada needs this law.

**Station # 5**

Your task:

As a group, read the article titled, What’s a Budget all About? Afterwards, create a short summary note of the article in your notebook. Try to write down at least 5 important points. Next, work as a group to think of a list of things you think Ontario’s government needs to devote more money towards in its next budget.

**Station 6**

Your task:

Read the information sheets that describe the way a municipal government operates. Next, use your knowledge to fill in the missing words on the fill-in-the-blank handout.

**How Municipal Government Works**

**The role of the Mayor (Head of Council):**

**225**. It is the role of the head of council,

1. to act as chief \_\_\_\_\_\_\_\_\_\_ officer of the municipality;
2. to \_\_\_\_\_\_\_\_ over council \_\_\_\_\_\_\_\_\_\_\_ so that its business can be carried out efficiently and effectively;
3. to provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the council;
   * c.1) without limiting clause (c), to provide information and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the council with respect to the role of council described in clauses 224 (d) and (d.1);
4. to \_\_\_\_\_\_\_\_\_\_\_ the municipality at official functions; and
5. to carry out the duties of the head of council under this or any other Act.

As chief executive officer of the municipality, the head of council has special responsibilities, which are set out in [section 226.1](https://www.ontario.ca/laws/statute/01m25#BK282):

**226.1** As chief executive officer of a municipality, the head of council shall,

1. uphold and promote the purposes of the municipality;
2. promote \_\_\_\_\_\_\_\_\_ involvement in the municipality’s \_\_\_\_\_\_\_\_\_\_\_\_;
3. act as the representative of the \_\_\_\_\_\_\_\_\_\_\_\_ both within and outside the municipality, and promote the municipality locally, nationally and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
4. participate in and \_\_\_\_\_\_\_\_ activities that enhance the economic, social and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ well-being of the municipality and its residents.

The head of council has a \_\_\_\_\_\_\_\_\_\_\_ and very \_\_\_\_\_\_\_\_ profile. Many citizens within your municipality will have high and often varied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the head of council. The head of council must find a way to \_\_\_\_\_\_\_\_\_ these expectations and special responsibilities.

Municipal decisions, however, are made by council as a \_\_\_\_\_\_\_\_. Generally, the head of council does not have any more \_\_\_\_\_\_\_\_ than any other member of council to make decisions on behalf of the municipality. Each member of council only has one \_\_\_\_\_\_.

**Wards and City Councillors:**

A city is typically divided into \_\_\_\_\_\_\_ (geographical areas). Each ward is usually represented by at least \_\_\_\_ city councillor. In most Canadian cities, you have to be \_\_\_\_\_\_\_\_\_ by the citizens in your ward to become a councillor. A city councillor’s biggest responsibility is to \_\_\_\_\_\_\_\_\_\_ his or her ward at City Council. In Ontario, a council is required to have a minimum of \_\_\_\_\_ members, one of whom is the head of council. The role of council is outlined in [section 224](https://www.ontario.ca/laws/statute/01m25#BK279):

**224**. It is the role of council,

1. to represent the public and to consider the \_\_\_\_\_-being and \_\_\_\_\_\_\_\_\_\_ of the municipality;
2. to develop and evaluate the \_\_\_\_\_\_\_\_ and programs of the municipality;
3. to determine which \_\_\_\_\_\_\_\_\_\_ the municipality provides;
4. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the \_\_\_\_\_\_\_\_\_ of council;
   * d.1) to ensure the accountability and \_\_\_\_\_\_\_\_\_\_\_\_ of the operations of the municipality, including the activities of the senior management of the municipality;
5. to maintain the \_\_\_\_\_\_\_\_\_\_\_ integrity of the municipality; and
6. to carry out the duties of council under this or any other Act.

In other words, the key responsibilities as a councillor are to \_\_\_\_\_\_\_\_\_\_ the municipality and its operations while ensuring that the public and municipality’s well-being and interests are \_\_\_\_\_\_\_\_\_\_\_\_.

Municipal councils have a broad range of responsibilities and may choose to organize their work using \_\_\_\_\_\_\_\_\_\_\_ structures. Some municipalities may choose to use a committee of the whole structure, while other councils will often have a \_\_\_\_\_\_\_\_\_ of standing committees consisting of \_\_\_\_\_\_\_\_\_\_\_ only, or advisory committees made up of a \_\_\_\_\_ of councillors and members of the \_\_\_\_\_\_\_\_\_. These committees carry out the \_\_\_\_\_\_\_ of council and then \_\_\_\_\_\_\_ back to council with recommendations. Examples of council committees include: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A committee of council is often subject to similar \_\_\_\_\_\_\_\_\_\_\_\_\_ requirements as council under the Act, such as having open meetings.

**The role of the Mayor (Head of Council):**

Depending on your municipality, the head of council may be called a warden, chair, reeve, or mayor. Whatever title is preferred, the role of head of council as set out by the Act remains the same, as outlined in [section 225](https://www.ontario.ca/laws/statute/01m25#BK282):

**225**. It is the role of the head of council,

1. to act as chief executive officer of the municipality;
2. to preside over council meetings so that its business can be carried out efficiently and effectively;
3. 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);
4. to represent the municipality at official functions; and
5. to carry out the duties of the head of council under this or any other Act.

As chief executive officer of the municipality, the head of council has special responsibilities, which are set out in [section 226.1](https://www.ontario.ca/laws/statute/01m25#BK282):

**226.1** As chief executive officer of a municipality, the head of council shall,

1. uphold and promote the purposes of the municipality;
2. promote public involvement in the municipality’s activities;
3. act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
4. participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

The head of council has a prominent and very public profile. Many citizens within your municipality will have high and often varied expectations for the head of council. The head of council must find a way to balance these expectations and special responsibilities.

Municipal decisions, however, are made by council as a whole. Generally, the head of council does not have any more power than any other member of council to make decisions on behalf of the municipality. Each member of council only has one vote.

**Wards and City Councillors:**

A city is typically divided into wards (geographical areas). Each ward is usually represented by at least one city councillor. In most Canadian cities, you have to be elected by the citizens in your ward to become a councillor. A city councillor’s biggest responsibility is to represent his or her ward at City Council. In Ontario, a council is required to have a minimum of five members, one of whom is the head of council. The role of council is outlined in [section 224](https://www.ontario.ca/laws/statute/01m25#BK279):

**224**. It is the role of council,

1. to represent the public and to consider the well-being and interests of the municipality;
2. to develop and evaluate the policies and programs of the municipality;
3. to determine which services the municipality provides;
4. 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;
5. to maintain the financial integrity of the municipality; and
6. to carry out the duties of council under this or any other Act.

In other words, the key responsibilities as a councillor are to support the municipality and its operations while ensuring that the public and municipality’s well-being and interests are maintained.

Municipal councils have a broad range of responsibilities and may choose to organize their work using committee structures. Some municipalities may choose to use a committee of the whole structure, while other councils will often have a number of standing committees consisting of councillors only, or advisory committees made up of a mix of councillors and members of the public. These committees carry out the work of council and then report back to council with recommendations. Examples of council committees include: planning, parks and recreation, public works, finance, administration, personnel, etc.