

ROLES & RESPONSIBILITIES MAYOR AND COUNCIL



MAYOR

The role of the Mayor is outlined in Section 225 & 226.1 of the Municipal Act:

- To act as the Chief Executive Officer of the Municipality
- Preside over council meetings so that its business can be carried out efficiently and effectively
- To provide leadership to Council
- Without limiting clause, to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1) of the Municipal Act
- To represent the municipality at official functions; and
- 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 shall:

- Uphold and promote the purposes of the municipality;
- Promote public involvement in the municipality's activities;
- Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally.
- Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

DEPUTY MAYOR & COUNCILLOR

The role of Council is outlined in Section 224 of the Municipal Act

- To represent the public and to consider the well-being and interests of the municipality;
- To develop and evaluate the policies and programs of the municipality;
- To determine which services the municipality provides;
- To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- To maintain the financial integrity of the municipality; and
- To carry out the duties of council under this or any other Act.
- The Deputy Mayor acts in the absence of the Mayor.

CANDIDATE INFORMATION

ROLES & RESPONSIBILITIES MUNICIPAL OFFICERS



CHIEF ADMINISTRATIVE OFFICER

The role of the Chief Administrative Officer is outlined in Section 229 of the Municipal Act

- To exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality
- Performing other duties as are assigned by the municipality
 - Establish the Organizational Structure
 - Monitor Performance
 - Manage Financial & Human Resources

CLERK

The role of the Clerk is outlined in Section 228 of the Municipal Act

- To record, without note or comment, all resolutions, decisions and other proceedings of the council;
- If required by any member present at a vote, to record the name and vote of every member voting on any matter or questions;
- To keep the originals or copies of all by-laws and of all minutes of the proceedings of the council;
- To perform the other duties required under the Municipal Act, or any other Act

TREASURER

The role of the Treasurer is outlined in Section 286 of the Municipal Act

- To collect money payable to the municipality and issue receipts for those payments;
- Deposit all money received on behalf of the municipality in a financial institution designated by the municipality;
- Pay all debts of the municipality and other expenditures authorized by the municipality;
- Maintain accurate records and accounts of the financial affairs of the municipality;
- Provide council with such information with respect to the financial affairs of the municipality as it requires or requests;
- Ensure investments of the municipality are made in compliance with the regulations made under section 418, if applicable and;
- Comply with any requirements applicable to the Treasurer under section 418.1 of this Act

CANDIDATE INFORMATION