



ELECTED OFFICIAL POSITION DESCRIPTION

MAYOR

Approved: July 9, 2013

The Mayor for Lac La Biche County is the elected-at-large leader of County Council and the municipal corporation. This position has statutory requirements under the *Municipal Government Act*, in particular sections 153 and 154, as well as authorities and responsibilities under municipal bylaws and policies.

Although the official authority of the Mayor lies with aforementioned legislation, it is important to acknowledge the leadership and strategic role of this position. Therefore, the Mayor for Lac La Biche County:

1. Carries out those duties and responsibilities outlined in the *Municipal Government Act*, and Lac La Biche County bylaws and policies, in accordance with the specific legislation.
2. Holds in account Council related policies, including the Council Code of Conduct and Councillor Remuneration and Expenses.
3. Commits to the position in a full-time basis with a varying schedule dependent on responsibilities.
4. Acts as the representative of the County at public events and ceremonies. This includes, but is not limited to Remembrance Day services, grand opening and banquets.
5. Serves as the media contact to communicate Council's initiatives and decisions.
6. Performs legislative duties by:
 - a. exercising governing powers through the formal processes of voting on bylaws and resolutions, unless required or permitted to abstain from voting;
 - b. attending regular and special meetings of Council, Council committee meetings, meetings of other boards and agencies to which he or she is appointed, conferences and workshops, and other events promoting the municipality;
 - c. retaining the responsibility of fiscal duties of the municipality through:
 - i. the setting of municipal budgets and capital planning initiatives;
 - ii. the establishment of tax rates; and
 - iii. the awareness of administrative activities to ensure that operations match the budget; and
 - d. keeping in confidence matters discussed in private until discussed at meetings held in public.

7. Works collectively with all Members of Council and the Chief Administrative Officer to effectively govern the Municipality by:
 - a. communicating and debating fully and openly with all Members of Council;
 - b. ensuring accountability and transparency of all Members of Council and of administration;
 - c. obtaining up-to-date information about operation and administration; and
 - d. building and maintaining a relationship of trust and respect with the Chief Administrative Officer and senior management.

8. Oversees the County's corporate governance by:
 - a. managing the political interface by promoting Council's governance role and the Chief Administrative Officer's administrative function;
 - b. works collaboratively with the Chief Administrative Officer to populate the Council agenda;
 - c. providing just and fair leadership to Council and building effective working relationships between Members of Council, Senior Administration and external parties;
 - d. promoting a Council culture that is positive and forward looking, in an environment that is fair and supportive;
 - e. being innovative and encouraging participation in the democratic process;
 - f. ensuring that sessions closed to the public (i.e. held "in-camera") are limited and conducted in accordance with the applicable legislation;
 - g. ensuring that Council's decisions are open, transparent and communicated in a timely, accessible and understandable medium; and
 - h. holding Members of Council to account within the Council related policies.

9. Provides strategic leadership to County Council by:
 - a. leading the development of the mission, vision and strategic plan;
 - b. leading the development of the municipal budget and capital planning initiatives; and
 - c. identifying municipal services and programs that require review and recommending further study for Council's consideration.

10. Improves the quality of life for local people by building community relationships through:
 - a. maintaining regular contact with residents to keep informed of current issues and concerns;
 - b. collaborating with the local MUSH (municipal, university, school and hospital) sectors;

- c. liaising with the not-for-profit, volunteer and service organizations; and
 - d. promoting strong partnerships with local residents and businesses.
11. Promotes the County to prospective businesses and industry by engaging in discussions with key stakeholders for the benefit of the municipality.
 12. Represents the County at the municipal, provincial and federal levels, including meetings with other government officials to promote and lobby for the interests of the municipality.
 13. Celebrates and furthers the County's cultural spectrum and local diversity by promoting equal access to services, social inclusion and community cohesion.

The above represents the general duties and expectations of the Mayor. It is however required that the Mayor does not overextend his or her authority by making commitments that have not been approved by County Council.

“Original Signed”
Chief Administrative Officer

July 17, 2013
Date

“Original Signed”
Mayor

July 25, 2013
Date