



MAYOR & COUNCILLORS – Additional Responsibilities/Commitment

In addition to understanding the provincial legislation via the *Municipal Government Act* (MGA), in order to provide for effective leadership of the Council team, the Mayor has many other responsibilities. Below are a few:

- Communication is of the utmost importance among all members of council. As the Mayor is responsible for the day-to-day dealing with the Town Manager, it is essential that the Mayor keeps members of Council apprised of emerging matters in a timely fashion.

It is important that members of Council also share information and openly communicate with the Mayor and all other members of Council.

- The Mayor is the primary spokesperson for the Town Council when dealing with the media. Administration drafts news releases on behalf of the Town of Rocky Mountain House. Depending on the subject of the news release, input from the mayor is solicited prior to release of the information. Members of Council receive copies of relevant releases at the time they are released to the media.
- The Mayor is the primary liaison with other levels of government and other municipalities.
- The Mayor is the primary linkage to administration through the CAO (Town Manager). Due to the daily responsibilities of the Mayor, much time is spent with the CAO.
- The Mayor is able to provide status updates to council relative to the CAO's performance. The Mayor works with the CAO to ensure that Council's policy directions and priorities are being met.
- The Mayor represents the Town at ceremonial type, public relations events (i.e. ribbon cutting, grand openings award banquets). The Mayor may delegate this responsibility to the Deputy Mayor or a local councillor. As a multitude of invitations are received, attendance at these events are at the discretion of the Mayor.
- The Mayor is the signing authority on behalf of the elected officials of the Town of Rocky Mountain House. As the Chairperson of Council, he/she signs Council Meeting minutes.
- The Mayor is also responsible for signing banking documents (cheques and other negotiable instruments) and signing of the Town's Bylaws and agreement/contract as may be required.
- The Mayor is to collaborate with Council to make timely and informed decisions for the betterment of majority of the citizens of Rocky Mountain House.



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- While in Council chambers the Mayor is to ensure that administration receives clear direction in order to carry out the directives of the Town Council.

TIME COMMITMENT

MAYOR - The Mayor's position can be described as a full-time commitment with some flexibility. It is not necessary for the Mayor to be in the office all day, every day, however there are times when the public will want to meet with the Mayor at the "Mayor's office".

The Mayor is basically "on call". There can be a lot of the Mayor's time spent on specific community events, which take place on weekends, holidays and weeknights.

COUNCILLORS - The demands of Councillor's time can be heavy at times. During the four year term of office you will be required to attend:

- Regular Council meetings held the first and second Tuesday of the month at 1:00 pm; and Policies Procedures and Priorities (P3) held the second Tuesday of the month at 7:00 pm;
- Municipal Planning Committee (MPC) meetings are held the first and third Tuesday of the month at 8:00 am; (if you are the appointed as the council representative of this committee);
- Other meetings of boards/committees and agencies which you may be appointed to (some of these meeting met during the day);
- Conferences, conventions, seminars and workshops for training and discussions;
- Annual Alberta Association of Municipal Districts (AUMA) conference is held in November 22- 24 2017 in Calgary;
- Joint Council (Clearwater County and Town) and Tri- Council (Clearwater County, Village of Caroline and Town) these meetings held - approximately 4 times a year; AND
- Various events to promote the Town.