



## ELECTED OFFICIAL POSITION DESCRIPTION

# MAYOR

*Approved: March 2, 2021*

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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. In addition to the duties and responsibilities of a Councillor where applicable, the Mayor 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 bylaws and policies, including but not limited to the following:

- Council Code of Conduct Bylaw
- Council Procedure Bylaw
- Councillor Remuneration and Expenses Policy
- Councillor Conference Attendance Policy
- Council and Employee Legal Costs Policy
- Council Member Financial Liability Policy
- Attendance at Political Functions Policy
- Elected Official Ward Open Houses Policy

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 openings, official greetings, and banquets.

5. Issues proclamations on behalf of County Council to recognize the value and importance of a person, an event, a campaign, or an organization for a certain day, week or month.

6. Serves as the media contact to communicate Council's initiatives and decisions.
7. Serves as the signing officer for Council Members on a regular basis. This includes signing cheques and agreements. Other authorized Members of Council may serve this function when the Mayor or Deputy Mayor are unavailable.
8. Reviews and approves Council remuneration and expense sheets in accordance with related policies.
9. On behalf of Council, approves and signs off on the following submissions from the Chief Administrative Officer in accordance with County policy and the Chief Administrative Officer's contract where applicable:
  - Expense claims and credit card statements
  - Timesheets
  - Time off and vacation requests

Other authorized Members of Council may serve this function when the Mayor or Deputy Mayor are unavailable.

10. 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 County;
  - c. retaining the responsibility of fiscal duties of the County 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.
11. Works collectively with all Members of Council and the Chief Administrative Officer to effectively govern the County 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.

12. 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.
  
13. 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 identifying municipal services and programs that require review and recommending further study for Council's consideration.
  
14. 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.
  
15. Promotes the County to prospective businesses and industry by engaging in discussions with key stakeholders for the benefit of the County.
  
16. Represents the County at the municipal, provincial and federal levels, including meetings with other government officials to promote, advocate, and lobby for the interests of the County.
  
17. Reports back to Council as a whole following meetings with other levels of government and municipal stakeholders.
  
18. 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

March 19, 2021  
Date

“Original Signed”  
Mayor

March 22, 2021  
Date



## ELECTED OFFICIAL POSITION DESCRIPTION

# DEPUTY MAYOR

*Approved: March 2, 2021*

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The Deputy Mayor for Lac La Biche County is a Councillor appointed by County Council to act as the Mayor when the Mayor is unable to perform his or her duties, or when the office is vacant, as stated in section 152 of the *Municipal Government Act*.

This position encompasses the responsibilities of a Councillor and the leadership role of Mayor, as needed. The Deputy Mayor of 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 bylaws and policies, including but not limited to the following:

- Council Code of Conduct Bylaw
- Council Procedure Bylaw
- Councillor Remuneration and Expenses Policy
- Councillor Conference Attendance Policy
- Council and Employee Legal Costs Policy
- Council Member Financial Liability Policy
- Attendance at Political Functions Policy
- Elected Official Ward Open Houses Policy

3. Commits to the position in a three-quarter basis, which is dependent on responsibilities to Council and to committee appointments.

4. Takes actions that reflect the present and future concerns, needs and values of the County as a whole by:

- a. developing the mission, vision and strategic plan for the County;
- b. raising and expending funds to provide the services required by the community; and
- c. bringing to Council's attention issues and concerns that would promote the welfare or interests of the County.

5. 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 County 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.
6. Serves as the signing officer for Council Members on a regular basis. This includes signing cheques and agreements. Other authorized Members of Council may serve this function when the Mayor or Deputy Mayor are unavailable.
7. Reviews and approves Council remuneration and expense sheets in accordance with related policies.
8. Works collectively with all Members of Council and the Chief Administrative Officer to effectively govern the County by:
- a. communicating and debating fully and openly with all Members of Council;
  - b. ensuring accountability and transparency of all Members of Council and 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.
9. 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 not-for-profit, volunteer and service organizations, etc.; and
  - d. promoting strong partnerships with local businesses.
10. Takes the role and responsibilities of the Mayor in the Mayor's absence (please refer to Elected Official Position Description – Mayor).
11. Promotes the County to prospective businesses and industry by engaging in discussions with key stakeholders for the benefit of the County.

12. Reports back to Council as a whole following meetings with other levels of government and municipal stakeholders.

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 Deputy Mayor. It is however required that the Deputy Mayor does not overextend his or her authority by making commitments that have not been approved by County Council.**

“Original Signed”  
Chief Administrative Officer

March 19, 2021  
Date

“Original Signed”  
Mayor

March 22, 2021  
Date



## ELECTED OFFICIAL POSITION DESCRIPTION

# COUNCILLOR

*Approved: March 2, 2021*

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Councillors for Lac La Biche County are elected to form the governing body of the municipal corporation. The Councillor position has statutory requirements under the *Municipal Government Act*, in particular section 153, as well as authorities and responsibilities under County bylaws and policies.

A Councillor of 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 bylaws and policies, including but not limited to the following:

- Council Code of Conduct Bylaw
- Council Procedure Bylaw
- Councillor Remuneration and Expenses Policy
- Councillor Conference Attendance Policy
- Council and Employee Legal Costs Policy
- Council Member Financial Liability Policy
- Attendance at Political Functions Policy
- Elected Official Ward Open Houses Policy

3. Commits to the position in a part-time basis, which is dependent on responsibilities to Council and to committee appointments.

4. Takes actions that reflect the present and future concerns, needs and values of the County as a whole by:

- a. developing the mission, vision and strategic plan for the County;
- b. raising and expending funds to provide the services required by the community; and
- c. bringing to Council's attention issues and concerns that would promote the welfare or interests of the County.

5. 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.
6. Works collectively with all Members of Council and the Chief Administrative Officer to effectively govern the County 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.
7. 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 not-for-profit, volunteer and service organizations, etc.; and
  - d. promoting strong partnerships with local businesses.
8. Promotes the County to prospective businesses and industry by engaging in discussions with key stakeholders for the benefit of the County.
9. Reports back to Council as a whole following meetings with other levels of government and municipal stakeholders.
10. 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 a County ward Councillor. It is however required that a Councillor does not overextend his or her authority by making commitments that have not been approved by County Council.**

Elected Official Position Description  
COUNCILLOR

“Original Signed”  
Chief Administrative Officer

March 19, 2021  
Date

“Original Signed”  
Mayor

March 22, 2021  
Date