



## ELECTED OFFICIAL POSITION DESCRIPTION

# DEPUTY MAYOR

*Approved: July 9, 2013*

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The Deputy Mayor for Lac La Biche County is a councillor appointed by County Council to act as the chief elected official (the Mayor) when the chief elected official 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 ward 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 policies, including the Council Code of Conduct and Councillor Remuneration and Expenses.
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 municipality as a whole by:
  - a. developing the mission, vision and strategic plan for the municipality;
  - b. raising and expending funds to provide the services required by the community; and
  - c. bringing to Council's attention issues and concern that would promote the welfare or interests of the municipality.
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 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 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. Takes the role and responsibilities of chief elected official in the absence of the Mayor (please refer to Elected Official Position Description – Mayor).
9. Promotes the County to prospective businesses and industry by engaging in discussions with key stakeholders for the benefit of the municipality.
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 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.**

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“Original Signed”  
Chief Administrative Officer

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July 17, 2013  
Date

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“Original Signed”  
Mayor

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July 25, 2013  
Date