

What You Need to Know as a Candidate

Serving on Council for the Regional Municipality of Wood Buffalo is an opportunity to shape the community's future and represent the interests of residents. Council is the governing body that provides leadership and strategic direction—not day-to-day management, which is the responsibility of the Chief Administrative Officer (CAO) and municipal staff.

Duties of Elected Officials (Mayor & Councillors)

The **Municipal Government Act (MGA)**, provides the legislative framework for Alberta's municipalities and outlines the responsibilities of elected officials.

General Duties of All Council Members

- ✦ **Represent** the welfare and interests of the municipality and its residents
- ✦ Promote **collaboration** with neighboring municipalities and partners
- ✦ **Develop** and evaluate municipal policies, bylaws, and programs
- ✦ **Attend** Council, Committee, and assigned external board meetings
- ✦ Seek information from the **Chief Administrative Officer (CAO)** and respect the administrative structure
- ✦ Maintain **confidentiality** on private matters discussed in closed sessions
- ✦ **Fulfill any other duties set by** legislation or Council



Chief Elected Official (Mayor)

In addition to the above duties, the Mayor:

- ➡ **Chairs** Council meetings
- ➡ Acts as the official **spokesperson** for Council
- ➡ Performs duties assigned by the **MGA**, other legislation, or municipal bylaws
- ➡ Maintains a prominent **public profile** and balances high community expectations

Deputy & Acting Mayor Responsibilities

In the Mayor's absence, the Deputy Mayor:

- ★ Assumes the **Mayor's duties** and must remain available in the community.

These positions are scheduled by Council during the annual Organizational Meeting, typically rotating every two months. *If the Deputy Mayor is unavailable, the Acting Mayor assumes the role.*

