

Who helps run your municipality?

Councillors

Councillors are elected to make decisions on behalf of the whole municipality.

Councillors must consider the welfare and interests of the municipality as a whole, not just one neighbourhood or group. They help develop local bylaws and plans, take part in council meetings, learn about community issues, make decisions, keep confidential information private, and follow the laws that apply to their role. They also bring forward issues and ideas that support the municipality's interests.

Chief Elected Official

The Mayor or Reeve, also called the Chief Elected Official (CEO), has all the same responsibilities as a councillor.

The CEO leads council meetings, helps council work together, and is often the municipality's main spokesperson. The CEO represents the municipality when meeting with other governments and at community events. Depending on the municipality, the CEO may be elected by voters or chosen by council. When the CEO is away, the Deputy Mayor or Reeve takes on these responsibilities. Under the Municipal Government Act (MGA), the term councillor includes both the CEO and the other councillors.

Chief Administrative Officer

The Chief Administrative Officer (CAO) leads the municipal staff.

The CAO is responsible for ensuring council's decisions are carried out through municipal administration, keeping council informed of progress, hiring appropriate staff, and carrying out any additional duties assigned by council. Council relies on the CAO to provide clear and accurate information to support informed decision-making. The CAO also educates and guides council in understanding its legislative responsibilities.

