



# 2025 Elected Officials Roles and Responsibilities

For Okotoks Town Council Term 2025-2029





# Term of Office For Mayor and Councillors

**4 YEARS**  
**2025 – 2029**



# Governance

- As a member of Council, it will be your responsibility to **ESTABLISH** policy for the Town of Okotoks
- It is Administration's responsibility to **IMPLEMENT** policy
- Council has one employee – the Chief Administrative Officer (CAO)



# Time Commitment

MAYOR: 40 hours/week

COUNCILLOR: 20 hours/week

## **Includes:**

- Preparing for and attending Council meetings
- Preparing for and attending Board & Committee meetings
- Public functions, ceremonies
- Meetings and events throughout the week as well as on weekends



# Orientation and Training

Council orientation is mandatory for all members of Council. It is important that all candidates understand the expectation to attend the orientation in the event they are elected.

You will receive:

- A review of the business plan and budget process
- Town functions, processes, and operations
- Facility tours
- Legal sessions



# Mayor & Councillors (MGA 153)

- to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality
- to promote an integrated and strategic approach to intermunicipal land use planning and service deliver with neighbouring municipalities
- to participate generally in developing and evaluating the policies and programs of the municipality
- to participate in council meetings and council committee meetings along with meetings of other bodies to which they are appointed by the council



# Mayor & Councillors (MGA 153)

- to obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public
- to adhere to the code of conduct established by the council
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council



# Mayor Responsibilities (MGA 154)

- A chief elected official, in addition to performing the duties of a councillor, must:
  - Preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside
  - Perform any other duty imposed on a chief elected official by this or any other enactment or bylaw
- The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under the *MGA*, unless the council provides otherwise





# Mayor's Role

## **The traditional role of Mayor also includes:**

- Representing the Town of Okotoks at public functions/ceremonies
- Communicating Council policy to the media and the public
- Liaising with all other provincially elected officials
- Being the principal link between Council and Administration
- Often initiating corporate policy



# Meetings

- Council Meetings
- Budget Meetings
- Governance and Priorities Committee Meetings
- Committee Meetings



# Governance Committees

- Okotoks Public Library Board
- Family and Community Support Services Advisory Committee
- United Way/Okotoks Partnership
- Emergency Advisory Committee
- Policing Committee



# Regional Boards and Committees

- Foothills Industrial Corridor Association
- Foothills Regional Services Commission
- Westwinds Communities
- Community Futures Highwood
- Calgary Metropolitan Region Board
- Foothills-Okotoks Regional Fieldhouse Society
- Friends of Champion Park Society
- Okotoks / MD of Foothills Intermunicipal Committee
- Foothills-Okotoks Recreation Society
- Foothills Regional Emergency Services Commission



# Tribunal Boards

- Assessment Review Board (ARB)
- Subdivision and Development Appeal Board (SDAB)



# Remuneration

## **MAYOR**

- \$108,492 per year
- Optional Benefit Plan

## **COUNCILLOR**

- \$48,309 per year
- Optional Benefit Plan



# Expense Reimbursement

- Loss of Wages/Alternate staffing – up to \$200/day for attendance at eligible functions (meetings, etc.) not to exceed \$2,800 annually combined
- Reimbursement of reasonable expenses, (i.e. child care, meetings/functions and travel expenses when conducting Town business)
- Office in the Municipal Centre for Mayor & Councillors, with administrative assistance provided



# Opportunities To Learn

- Watch Council and/or Council Committee meetings
- Ask questions of current & past members of Council, Committees, Administration
- Review pertinent documents (*Vision, Council Code of Conduct, Procedure Bylaw, Business Plans, Municipal Development Plan, Bylaws, etc.*)
- [www.okotoks.ca](http://www.okotoks.ca)
- <https://www.alberta.ca/municipal-affairs>







# Questions?

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