

Section/Number: Governance – 002	Approval Date: (DD/MM/YY)
Subject: Role of the Mayor	Amendment Dates:
<p>Policy</p> <p>The Mayor is the duly elected representative of Council and is the day-to-day supervisor of the Senior Administrative Officer (SAO).</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. The Mayor is a member of Council and takes direction from, and acts on behalf of, Council.</li> <li>2. The Mayor is the official spokesperson of the Community Government and represents the Community Government to governments, organizations and businesses unless other Council Members or individuals are delegated to do so.</li> <li>3. The Mayor has the authority to make decisions on behalf of Council where time is of the essence or when specific decision-making authority has been delegated by the Council. <ol style="list-style-type: none"> <li>3.1. Prior to making such decisions, the Mayor will make a concerted effort to consult with available Council Members and other appropriate personnel within the organization.</li> <li>3.2. All such decisions must be referred to Council for review.</li> <li>3.3. The Council maintains the authority to overturn or alter any such decisions.</li> </ol> </li> <li>4. The Mayor shall, when present, preside at all Council Meetings.</li> <li>5. In addition to his/her duties as a Council Member, the Mayor is also responsible to: <ol style="list-style-type: none"> <li>5.1. Ensure decisions of Council are effectively implemented.</li> <li>5.2. Ensure Council complies with legislated requirements.</li> <li>5.3. Represent residents in a professional, ethical and appropriate manner.</li> <li>5.4. Act as the Community Government's official spokesperson or representative at ceremonial and/or other special functions.</li> <li>5.5. Oversee the activities of the SAO.</li> <li>5.6. Represent Council at local, regional, territorial, national and international meetings and conferences as directed by Council.</li> <li>5.7. Speaks on behalf of the Council and the Community Government to the media.</li> <li>5.8. Monitor the conduct of Council Members to ensure Members act in a professional and ethical manner as described in the policies and procedures of the Community Government.</li> <li>5.9. Coordinate a yearly evaluation of the SAO with the Members of the Council.</li> <li>5.10. Approve the agenda for Council meetings.</li> </ol> </li> </ol>	

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Community Government Name

Attachments
N/A
References
N/A