



Town of Arcola

Policy Manual

Policy Description:	Policy Number: Council-002
Duties of Mayor	Date Approved: December 2 nd , 2014
	Date Revised:

Purpose of Policy: To inform council and the public of what the elected Mayor's expectations and duties are.

In addition to performing the duties of a councillor, the mayor has the following duties:

- 1) To preside when in attendance at a council meeting unless the Municipalities Act or a bylaw of council provides that another councillor is to preside.
- 2) To act as the representative of the municipality both within and outside the municipality, and promote the municipality locally and nationally.
- 3) To participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.
- 4) The mayor is a member of all council committees and all bodies established by council pursuant to the Municipalities Act, unless the council provides otherwise.
- 5) To perform any other duty imposed on a mayor by the Municipalities Act, or by bylaw or resolution.