How Municipal Government Works and How You Can Be Involved

Canada's Three Levels of Government

Level	Jurisdiction	Region	Leader	Responsibilities include:
Federal	All of Canada	Canada	 Prime Minister Justin Trudeau Liberal Party of Canada	• Canadian citizenship • Royal Canadian Mounted Police • National Defence • Currency • National Parks
Federal			 The Honourable Mike Lake Member of Parliament (Conservative) Edmonton — Wetaskiwin	
Provincial	All of Alberta	Alberta	 Premier Jason Kenney United Conservative Party	• Education • Hospitals • Child care • Highways • Drivers' Licences • Drinking water standards
Provincial	All of Alberta	Alberta	 Mr. Brad Rutherford United Conservation Party MLA for Leduc-Beaumont	• Lisidon to the Canadian Armed Forces • Standing Committee on Legislative Offices • Standing Committee on Families and Communities
Municipal	Individual cities, towns or villages	City of Leduc	 Mayor Bob Young	• Emergency services • Public transportation • Snow removal • Garbage collection • Community centres • Recreation

City of Leduc Government

City Council: Standing (l to r) - Councillor Terry Lazowski; Mayor Bob Young; City Manager, Paul Benedetto; Councillor Lars Hansen
Seated (l to r) – Councillor Bill Hamilton; Councillor Beverly Beckett; Councillor Laura Tillack; Councillor Glen Finstad

City Council

City council is made up of one mayor and six councillors who are elected every four years.

The role of the City of Leduc Council is to provide leadership to Leduc's municipal corporation (the City of Leduc). Members of council are responsible for the overall direction of the City through their role as policy makers. Policies set by city council are guidelines for administration to follow as it handles daily operations of the municipality. Every year City Council passes (votes on) a budget that is prepared by City Administration. The budget is passed in December of each year.

The Mayor appoints Councillors to different boards including:

- Leduc Community Drug Action Committee
- Leduc Library Board
- Family & Community Support Services Board (FCSS)
- Leduc Environment Advisory Board (LEAB)
- Leduc Parks, Recreation & Culture Advisory Board (PRC)
- Water Commission
- Waste Water Commission

Who is the Mayor?

The Mayor of Leduc is the head of the municipal government. He is also the City's representative at meetings, public functions, ceremonies, and other events. He is the chief spokesperson for the City, and he works closely with other communities and the Government of Alberta. The people that live in Leduc, and are eligible to vote, decide who represents the city as its Mayor.

Who is a City Councillor?

In addition to the Mayor, there are six members of City Council. The people that live in the City and are eligible to vote, decide who represents them as their Mayor and Councillors. The Councillors and Mayor work together to make decisions about plans, strategies, and policies to govern our city. You will also see members of City Council attending meetings, public functions, ceremonies, and other events. This is because the City of Leduc Councillors want to build relationships with the people living in the city, and learn what they are happy about and what they want to see change.

Who can run for City Council?

In order to run in a municipal election, a person must:

- Be allowed to vote in the election (so, 18 years or older and a Canadian citizen);
- Must live in Leduc for at least six months in a row before Nomination Day; and
- Must comply with everything in the *Local Authorities Election Act*.

The Local Authorities Election Act includes several rules, such as:

- You must be in good financial standing with the City of Leduc;
- You cannot be currently employed by the City of Leduc (if you are a City employee, you must take a leave of absence); and
- You must not have been convicted of an offence under the Local Authorities Election Act in the previous 10 years.

Once the election is over, the Mayor and Councillors attend several weeks of orientation. This teaches them the basic information that they need to be on City Council.

Council Meetings

Council meetings occur on the second and fourth Mondays of the month. The Mayor is the head of Council. Each Councillor and the Mayor have one vote.

Council can create bylaws to maintain the health, safety and wellness of the community. In Council meetings, the Mayor and Council make decisions that guide the city administration. The City Manager is responsible for carrying out Council decisions.

The Mayor runs the meeting – before anyone can speak they must be recognized by the Mayor. The Mayor is addressed as the "Mayor" or "Your Worship". The six councillors are addressed as "Councillor".

The City clerk makes the agenda – the order in which the items are to be discussed. The City Clerk also keeps the minutes – a record of what happens at the council meeting.

The following people are also present at Council Meetings:

- City Manager
- City Clerk
- General Manager of Corporate Services
- General Manager of Community and Protective Services
- General Manager of Infrastructure and planning
- City Solicitor

What does the City of Leduc do for you?

The City of Leduc's responsibilities include:

- Emergency services,
- Maintaining local roads,
- Snow removal,
- Garbage, water, and sewage systems,
- Parks, recreation centres, and libraries,
- Transit services; and,
- Planning the city's streets and buildings.

The City of Leduc manages these things and many more, making sure everything works together to create a great place to live.

City of Leduc Administration

City of Leduc Council has only one employee, the City of Manager. The City Manager oversees the entire organization, with the assistance of those who directly report to him including the members of the city's Executive Team, along with the business unit of Inter-Governmental Affairs and Corporate Planning.

There are five city departments, each led by a member of the Executive team:

1. City Manager
2. Corporate Services
3. Community and Protective Services
4. Infrastructure and planning
5. City Solicitor's office

Each of these departments is run by a General Manager. The City Manager hires the General Managers.

General Manager of Corporate Services

Responsibilities:

- Preparing an Operating (salaries – day to day expenses) and Capital Budget (equipment, roads and one time expenditures)
- Finances – keeping a record of and paying the bills
- Human Resources – hiring employees
- Corporate Communications – marketing and communications

General Manager of Community and Protective Services

Responsibilities:

- Emergency Services – Police, Fire, and Ambulance
- Community Services – Parks and Recreation, Family Community Support Services (helping people and building a community where everyone has a chance to thrive)

General Manager of Infrastructure and planning

Responsibilities:

- Infrastructure – water, sewer, roads
- Public Transportation
- Facilities
- Planning

City Solicitor

Responsibilities:

- City Clerk's Office
- Corporate Records
- Legal support

How does the City of Leduc do those things?

The *Municipal Government Act* (MGA) is a law that tells us how Alberta's municipalities function. There are three important themes in the MGA:

1. How do we build and grow?
2. How are local decisions made?
3. How do we pay for services delivered?

Following the MGA's guidelines, the City of Leduc is able to write bylaws, which are municipal-level laws that keep the city running smoothly.

Over 500 people work for the City of Leduc to make sure that the services it provides are taken care of efficiently and effectively. They all report through to Paul Benedetto, the City Manager.

The City Manager reports to City Council and is the connection between City Council, who make the plans, and the employees, who carry out plans for the City of Leduc.

City Council sets the City of Leduc's policies to match the needs of the residents. When making decisions, City Council considers the advice of expert employees as well as the opinions of the public.

The City Clerk is the primary contact regarding City Council business. The Office of the City Clerk manages Council and Committee meetings, runs municipal elections, runs the municipal census, manages quasi-judicial boards, and assists with appointments to agencies, boards, and commissions. It also manages corporate records, oversees information access inquiries, ensures protection of personal information and privacy, and manages bylaws.

What can I do to help the City of Leduc make those things better?

1. Make your opinion heard:
    - Let City Council know what you think, by contacting a member of Council
    - Come to a Council or Committee meeting.

2. Remember to vote:
   - Once you turn 18, you can participate in the municipal election every four years. Residents vote for their Councillors and for the Mayor.
   - Your job is to vote for the candidate you think will do the best job of making good decisions about the City of Leduc's plans.
   - Voting is the most important part of democracy. It allows residents to keep their elected officials accountable. If a Councillor is doing a good job of representing their City, residents can re-elect them. If not, the residents have an opportunity to pick someone new.
   - Remember, residents won't be well-represented, no matter who they elect, if they don't communicate with their Councillor!
3. The Hierarchy of Citizenship: three levels of being a good, better, or best citizen are:
   - Be polite and follow the rules
   - Volunteer and Donate
   - Make your voice heard for change by doing any or all of the following:
     i) Request to speak at Council or Committee on topics that impact you
     ii) Write to your Councillor
     iii) Start or sign a Petition
     iv) Participate in Elections

Ways to contact the City of Leduc:

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https://www.facebook.com/cityofleduc
https://twitter.com/cityofleduc