



Association of
SUMMER VILLAGES
OF ALBERTA

ELECTED OFFICIAL ORIENTATION & TRAINING

- **Introduction**
- **Association of Summer Villages of Alberta (ASVA)**
- **The continued viability of all Summer Villages depends on good governance, sound finances, and a great relationship with our neighbors; the Municipal Districts and Counties surrounding us.**

The MGA section 201.1(1) requires that all Elected Officials attend training prior to or on the same day as the first organizational meeting. The training must cover the following topics:

- i. role of municipalities in Alberta;
- ii. municipal organization and function;
- iii. roles and responsibilities of council and councillors;
- iv. the municipality's code of conduct;
- v. roles and responsibilities of the chief administrative officer and staff.

Role of Municipalities in Alberta

The primary purpose of municipal government can be summarized as the need to:

- Provide good government,
- Deliver necessary services to citizens,
- Develop and maintain safe and viable communities,
- Foster environmental stewardship, and
- Collaborate with neighboring municipalities.

Municipal Organization And Function

The various types of municipalities include:

- **Summer Villages** – was based on the number of buildings rather than population and can no longer be formed,
- **Villages** - a population of 300 or more and some are less,
- **Towns** - a population of 1,000 or more,
- **Cities** - a population of 10,000 or more,
- **Municipal Districts (Counties)** - cover large areas of land with small, dispersed populations,
- **Specialized Municipalities** - formed to address unique governance needs, often combining urban and rural communities.

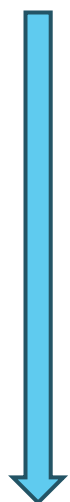
Municipal Organization And Function

Common municipal services include:

- Land Use Planning and Development
- Roads and transportation infrastructure
- Parks and recreation facilities
- Emergency services such as Police and Fire
- Solid waste collection
- Water treatment and distribution
- Wastewater collection and treatment

Municipal Organization And Function

Hierarchy of Municipal Governance Documents in Alberta



1. The Municipal Government Act (MGA)
2. Municipal Development Plan (MDP)
3. Land Use Bylaw (LUB)
4. Municipal Bylaws
5. Policies, Administrative Procedures, and Guidelines

Role of the Council

Council's primary responsibilities include:

- Strategic Direction
- Decision-Making
- Transparency and Accountability
- Hiring and Evaluating the CAO

Council committees – Temporary (Ad Hoc) & Standing

Role of the Councillors

Key Responsibilities include:

- Considering Municipal Welfare
- Bylaw and Policy Development
- Meeting Participation
- Information Gathering
- Confidentiality

Pecuniary Interests

Councillor Disqualification

Role of the Chief Elected Official (Mayor)

Key Responsibilities include:

- Presiding Over Meetings
- Leadership
- Represent the municipality at official functions.
- Communication

Code of Conduct for Elected Officials

Key Principles include:

- Integrity and Honesty
- Accountability and Transparency
- Respect and Professionalism
- Confidentiality
- Decision-Making in the Public Interest
- Enforcement and Consequences

Role of the Chief Administrative Officer

Key Responsibilities of CAO include:

- Administrative Leadership
- Council Support
- Record Keeping & Document Management
- Financial Management
- Budget Reporting
- Assessment and Taxation
- Legislative Compliance

Role of Municipal Staff

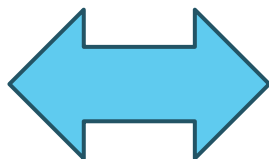
Key Responsibilities include:

- Service Delivery
- Operational Management
- Financial Administration
- Public Interaction
- Technical Expertise

The Municipal Relationship - Summary

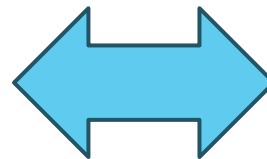
Council

- Strategic Direction
- Decision-Making
- Transparency & Accountability
- Hiring & Evaluating the CAO



CAO

- Administrative Leadership
- Council Support
- Document Management
- Financial Management
- Legislative Compliance



Municipal Staff

- Service Delivery
- Operational Management
- Financial Administration
- Technical Expertise
- Public Interaction

The CAO is the only person reporting to Council and the only employee of the Council

Mayors & Councillors do not direct or manage municipal staff or deliver services.



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ASVA CONFERENCE - October 16-17, 2025

“FACING THE FUTURE”

REGISTRATION IS OPEN FOR

**ASVA's 67th Annual Conference
& AGM**

October 16 & 17, 2025

**Conference
Registration Fee:**
\$349 (Including Banquet
Ticket)

Cancellations must be in writing via email to execdirector@asva.ca before **September 16, 2025**, for a full refund, less \$50 administration fee. No refunds will be given after September 16, 2025.

VENUE

WYNDHAM
EDMONTON HOTEL &
CONFERENCE CENTRE

4440 GATEWAY BLVD
EDMONTON, AB
T6H 5C2

CONFERENCE AGENDA

A Draft Conference Agenda will be Emailed to the Membership Once the Speakers & Presentation Topics are Confirmed. It will also be Posted on the ASVA Website at the End of August.
(Speakers are subject to Change Without Notice).

Past Topics include:

- Minister, Municipal Affairs
- MSI & LGFF
- Invasive Species
- Alberta Lake Health
- FireSmart
- Policing
- Asset Management
- Emergency Management
- Government Relations
- Cybersecurity
- Boat Mooring