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**Procedure Title:** Relationships, Roles & Responsibilities  
**Policy:** 1000-06  
**Adopted:** February 21, 2017  
**Amended:**

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## **POLICY STATEMENT:**

The council is the governing body and the custodian of its powers, both legislative and administrative. A Councillor's job is to work with other council members to set the overall direction of the municipality. This will help guide new elected officials with their role and responsibility with their newly appointed position.

## **GUIDELINES AND PROCEDURES:**

Every term (4 years) or through the possibility of a byelection during a 4 year term, elected officials are required to attend the next available 'Relationships, Roles and Responsibilities' course put on by Alberta Municipal Affairs.

Alberta Municipal Affairs can be contacted by emailing the Training Coordinator at [LGSmal@gov.ab.ca](mailto:LGSmal@gov.ab.ca) or by phone at [780.427.2225](tel:780.427.2225) for further information.