



What You Can Expect as Mayor or Councillor

What You Can Expect as Mayor of the City of Dawson Creek

The Mayor is the head and Chief Executive Officer of the municipality. In addition to fulfilling the responsibilities of a Council member, the Mayor is responsible for:

- providing leadership to Council, including recommending bylaws, resolutions and other measures that, in the Mayor's opinion, may contribute to the peace, order and good government of the municipality;
- communicating information to Council;
- chairing Council meetings, including guiding discussion through the agenda, maintaining order, and keeping meetings focused and on schedule;
- providing, on behalf of Council, general direction to the Chief Administrative Officer regarding the implementation of municipal policies, programs and other directions of Council;
- establishing standing committees;
- reflecting the will of Council and carrying out other duties on Council's behalf; and
- carrying out any other duties assigned under applicable legislation.

The Mayor's workload may average 40 to 50 hours per week and may involve extensive travel. The position does not include benefits or vacation pay. The Mayor works closely with Council, the Chief Administrative Officer and community representatives to develop plans and strategies and establish policies that guide the City's business.

In recent years, the Mayor has also served as the City's Economic Development Officer. Beginning in 2026, however, economic development support will be provided through a two-year contracted service. City staff are currently preparing a request for proposals for this service.

In addition to these duties, the Mayor serves as the City's principal public representative and is frequently called upon to attend meetings, public functions, ceremonies and other community events. Many of these commitments take place during evenings and on weekends.

The Mayor also serves as the City's chief spokesperson in discussions with elected officials from other municipalities and with representatives of the provincial and federal governments. This role involves establishing and maintaining important relationships with decision-makers outside the community.

Mayoral Appointments

The Mayor typically represents the City on a number of external boards, committees and organizations, which may include:

- Peace River Regional District Board;

- Peace River Regional District Solid Waste Management Committee;
- Sub-Regional Recreation Committee;
- Northeast Regional Advisory Committee;
- North Central Local Government Association Executive; and
- Union of British Columbia Municipalities Executive.

Appointments may vary from year to year.

What You Can Expect as a Councillor for the City of Dawson Creek

Every Council member is responsible for:

- considering the well-being and interests of the municipality and the community;
- contributing to the development and evaluation of municipal policies, programs, services and activities;
- preparing for and participating in Council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- carrying out other duties assigned by Council;
- participating in public appearances on behalf of Council; and
- promoting awareness of and support for the work of Council.

Councillors work closely with the Mayor and fellow Council members. Regular attendance and active participation in Council and committee meetings are essential to fulfilling the representative, legislative and decision-making responsibilities of elected office.

Councillors serve as public representatives of the City and are frequently called upon to attend meetings, public functions, ceremonies and other community events. Many of these commitments take place during evenings and on weekends. The position does not include benefits or vacation pay.

Council Powers and Duties

Council is primarily responsible for matters of policy and governance. Administrative responsibilities are carried out by the Chief Administrative Officer, who oversees the effective administration and operation of the City. Council operates within the authority established by the Community Charter, the Local Government Act and other applicable provincial legislation.

In carrying out its responsibilities, Council:

- establishes policies;
- approves the annual budget;
- adopts policies that guide the development of administrative procedures and regulations for the orderly conduct of City business;
- establishes goals and objectives for the City;
- supports transparency by communicating City information clearly and openly to the public, subject to applicable privacy and confidentiality requirements; and
- performs all other duties and responsibilities set out in the Community Charter, the Local Government Act and their regulations.

Acting Mayor

Councillors are scheduled to serve as Acting Mayor for two consecutive months each year. The Acting Mayor assumes the duties of the Mayor whenever the Mayor is unable to perform them due to illness, absence or another cause, ensuring continuity in the Office of the Mayor.

Council Meetings

Council generally meets twice per month on Mondays. Wherever possible, the meeting schedule is arranged to avoid statutory holidays and conflicts with the Local Government Leadership Academy's Elected Officials Seminar and the annual conferences of the North Central Local Government Association, the Federation of Canadian Municipalities and the Union of British Columbia Municipalities.

When circumstances require, Council may authorize a Special Meeting outside the regular schedule in accordance with the Council Procedure Bylaw.

To support effective and efficient Council meetings, Councillors should:

- have a sound understanding of meeting procedures and rules of order;
- participate constructively in discussions and keep remarks focused on the matter under consideration; and
- receive individuals and delegations appearing before Council with courtesy and respect.

Councillor Appointments

The Mayor appoints Councillors to serve on working committees, boards and other organizations. Councillors are expected to accept these appointments and contribute fully to the associated responsibilities.

Neither a committee of Council nor an individual Councillor may exercise the rights, duties or powers of Council.

For more information about committee appointments, refer to the "2026 Council Committees Detailed List" included in the Candidate Nomination Package.

Conference Attendance

Conference attendance provides the Mayor and Councillors with valuable opportunities to exchange information, participate in professional development and build relationships with representatives from other local governments and organizations.

Attendance is governed by the City's Conference Attendance Policy, which is available on the City's website and included in the Candidate Nomination Package. Candidates should also review the Council meeting schedule when considering conference commitments.

Important Council Dates for 2026 and 2027

Event	Date	Location
Council Orientation	October 21–22, 2026	Dawson Creek
Inaugural Council Meeting	November 2, 2026	Dawson Creek
PRRD Inaugural Meeting	November 12, 2026	Dawson Creek
Regional Council Orientation	November 16 & 17, 2026	Dawson Creek
Local Government Leadership Academy Elected Officials Seminar	January 27–29, 2027	Prince George
North Central Local Government Association Conference	May 2027	TBD
Federation of Canadian Municipalities Conference	June 10–13, 2027	Halifax
Union of British Columbia Municipalities Convention	September 20–24, 2027	Whistler