

HOW OUR TOWN WORKS

When it comes to how our town runs, it helps to think of municipal government as a team with two key roles: governance and operations. Both are essential, but they do very different things.

TOWN COUNCIL (GOVERNANCE)

Town Council is made up of a Mayor and 6 Councillors you elect. Their main role is governance—setting the vision, priorities, and policies for the community.

Think of Council like the board of directors of a company:

- They decide what needs to be done and why.
- They represent the will of the people and listen to community input.
- They approve the budget, set local bylaws, and create long-term plans.
- They don't manage day-to-day tasks.

For example, Council might decide that upgrading local roads is a priority and allocate funding—but they won't choose which potholes to fill or who gets hired to do the work.

ADMINISTRATION (OPERATIONS)

The Administration is led by the Chief Administrative Officer (CAO) and includes all municipal staff. Their job is operations—carrying out Council's decisions and managing the day-to-day running of the town.

Think of Administration as the managers and staff of the company:

- They figure out how to make things happen.
- They maintain roads, deliver services, run facilities, and respond to public concerns.
- They hire qualified staff and ensure that policies are properly followed.

So, if Council decides to improve a water main, the Administration will plan the upgrades, hire contractors, and make sure the project gets done on time and on budget.

WHY THIS MATTERS

When everyone understands their role:

- Council can focus on leadership and long-term planning.
 - Administration can focus on delivering services efficiently.
 - The community benefits from a well-run, accountable, and responsive local government.
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