

## THE OFFICE OF COUNCILLOR

<b><u>Term of Office:</u></b>	4 years
<b><u>Number of Councillors:</u></b>	8 Positions
<b><u>Duties of the Mayor:</u></b>	The <i>Municipal Government Act</i> provides that every municipality shall have a council, the members of which shall be elected in accordance with the <i>Local Authorities Election Act</i> . The <i>Municipal Government Act</i> provides for a broad spectrum of powers and duties for a council and councillors.

### *Excerpts from the Municipal Government Act*

#### **153** Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

#### **201(1)** A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.

**(2)** A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

## **Remuneration & Benefits**

- Salary:** \$57,871 per annum (one-third non-taxable, based on 2016 figures)
- RRSP:** Voluntary participation in the Elected Officials' RRS Plan  
Municipality to contribute 7.5% of earnings.  
Councillor to contribute a minimum of 7.5% of earnings but may choose a larger contribution.
- Benefits:** Mandatory Group Life - 2 x annual salary (100% paid by The City)  
Accidental death and dismemberment coverage  
(premiums 100% paid by The City)  
Optional coverage for dependent life insurance  
(premiums 100% paid by the Councillor)  
Optional Alberta Blue Cross (100% paid by The City)
- Extended Medical
  - Prescription Drugs
  - Outside Canada coverage
- Health Spending Account - \$500.00 annually  
Lifestyle Spending Account - \$500.00 annually  
Optional Canada Savings Plan (100% paid by the Councillor)
- Transportation:** Mileage allowance for use of a personal vehicle while on City business.
- Extra Responsibility Pay:** Councillors are compensated for participation on external boards they have been formally appointed to by Council. The pay and travel time is equal to that paid by the Alberta Urban Municipalities Association (AUMA) for its board members.
- Expense Allowance:** Councillors are entitled to reimbursement of vouchered expenses while on City business concerning matters for which they have been appointed and/or authorized by Council to attend.
- Conference/Seminar Expenses:** Each Councillor is allocated \$9,487 per year (2016 figures) to pay for attendance at City related conferences, seminars, training, etc.
- Office Assistance:** Secretarial, clerical and research services are provided for Councillors through Legislative Services.

## **Council Meetings**

Every second Monday commencing at 2:30 p.m.

## **Deputy Mayor**

Councillors act as Deputy Mayor on a monthly rotation in accordance with the schedule adopted by Council at its annual Organizational Meeting

## **Committee Assignments**

Councillors serve on average four or five Council assigned committees. While all members of Council are welcome to attend all Council committee meetings, only those specifically appointed are voting members. Councillors may serve on other special committees, commissions and boards as appointed by Council.

There are several types of committee appointments:

- Committees established by Council under the *Municipal Government Act*.
- Committees established under other legislation; e.g. *Societies Act*, *Libraries Act*.
- Outside committees, boards, etc. which request or require representation by a Member of Council; e.g. Downtown Business Association of Red Deer, Piper Creek Foundation, Westerner Exposition Board.
- Ad Hoc Committees, which are formed by Council for the purpose of reviewing a specific issue or issues.

See "Schedule for Meetings with Council Representation" that outlines the Council committees, commissions, boards, societies and the appointment of Councillors to be made at the 2017 Organizational Meeting of Council. Mayor is an ex-officio member of all Committees of Council and has the right to attend any such committee meeting.

## **Time Commitment/Workload**

The *Municipal Government Act* provides an outline of duties for members of Council. The Act does not, however, indicate the minimum number of hours per week members should spend in performing their duties.

A survey of Red Deer Councillors was conducted regarding the amount of time spent fulfilling their duties. Responses received indicated that a 35 hour per week minimum was required but may increase substantially depending on the time of year and any supplementary commitments. Regular Council meetings, budget meetings, Council Committee meetings, community committee meetings, emerging issues, and attendance at public events are among the commitments to be expected. As the public expectations and the workload of Council increases, it is expected the role will require 35 hours to as much as 50 hours per week, every week from Councillors. The time commitment is extensive and significant time is spent on social media, correspondence, and preparation.

Councillors have indicated that, depending on the issues before them, they could receive as much as 20 to 60 emails, 10 to 20 pieces of mail, and 10 to 30 phone calls in any given week. Additionally, it is common to be frequently stopped by constituents on the street to "chat" about an issue. Councillors attend public events such as grand openings, parades, public meetings, and will spend considerable time, with City administration's assistance, when doing research or getting up to speed on an issue. Substantial time is invested in work-related training opportunities.

It is important to note that all Councillors are "on call" full time which may significantly impact their personal and family time and their ability to hold any additional full time employment. It is recommended that a Councillor who holds a second, full time position while acting as Councillor should be able to maintain a flexible schedule which accommodates their municipal commitments and priorities. While individual offices are not assigned to Councillors, administrative support and meeting space is available through the Legislative Services Department for Council-related business.

## **Council Workshops**

Council Workshops, if scheduled, will be held every second Tuesday, following Council Meetings. Members are encouraged to attend to keep up to date with Council business. These dates are predetermined and will be provided well in advance.

## **Minimum Expectations**

While the amount of time may vary, there are minimum expectations that need to be fulfilled should a candidate be elected to Council. These include:

### **Council Orientation/Update Tour**

In order for the new Council members to become fully acquainted with the scope of their roles, at least ten days are set aside for an orientation, a governance overview, and a tour of city facilities. These sessions are a must to attend as they will assist you in your Council role and when reviewing The City Capital and Operating budgets each year. Elected officials need to set aside **October 19, 20, 25, 26 and 31, 2017 and November 1, 2 and 7 – 9, 2017** for this purpose.

### **Council Meetings and Retreats**

Council meetings are held **every second Monday commencing at 2:30 p.m.** and ending between 8:00 and 10:00 p.m. In preparation for the meeting, an agenda ranging from 100 to 300 pages (plus supporting materials) is delivered to Council members prior to the Council meeting to allow time for reading and reviewing the issues. On Council meeting days, the Mayor and Councillors are expected to attend informal administrative meetings prior to the Council meeting. There are also Council retreats, scheduled once a quarter, throughout the year.

### **Council Budget Meetings**

In January and November of each year, in addition to regular Council meetings, members meet to review The City's Capital and Operating Budgets. In January, Council spends up to ten days over two weeks reviewing the Operating Budget. One to two days are then dedicated to Council's review of the Capital Budget in November.

### **Committee Meetings**

Council members are each expected to sit on four or five committees. Most of the meetings are monthly with the time commitment varying depending on the committee. Additionally, Council's Governance and Policy Committee meets regularly on the Tuesday following Council meetings. All members of Council are members of Council's Governance & Policy Committee which is established to lead governance process, development of a comprehensive governance and policy framework, and to identify governance and policy priorities.

### **Deputy Mayor Responsibilities**

Each Councillor is appointed as the Deputy Mayor for a period of one month. Based on eight Councillors, this duty would come up once every eight months. The Deputy Mayor, in the absence of the Mayor, performs such functions as: Chairing of Council meetings, Council agenda preparation, attending ceremonies (ribbon cutting), banquets, speaking engagements, etc. If the Deputy Mayor is not available, another councillor may be called upon to carry out these public relation duties.

### **Alberta Urban Municipalities Association (AUMA)**

The mission statement of AUMA states: The Alberta Urban Municipalities Association empowers municipalities by providing visionary leadership, solutions-based advocacy, and service excellence.

Each year in the fall, an AUMA convention is held that attracts over 1,000 delegates from urban councils and administration. The convention that is held during election years is primarily focused on newly elected Council members and those successful candidates are expected to set aside time to

attend this event.

The first AUMA convention after election will be **November 22 through November 24, 2017 in Calgary.**

### **Federation of Canadian Municipalities (FCM)**

The Federation of Canadian Municipalities (FCM) has been the national voice of municipal government since 1901. With nearly 2,000 members, FCM represents the interests of municipalities on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 20 provincial and territorial municipal associations.

FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal government. Along with its policy interests, FCM remains a professional association serving elected municipal officials.

The City of Red Deer is a member of FCM and as such, members of Council should attend the annual conference of FCM. The first FCM conference after the 2017 election will be **May 31 through June 3, 2018 in Halifax, Nova Scotia.**

### **Corporate Planning Sessions**

The City of Red Deer has a Three Year Planning Cycle which includes the three major components of our Corporate Planning Process-Strategic Plan; Enterprise Business Plan; and Work Planning and Review. Councillors are expected to attend the workshops included in the Strategic Planning component of our Corporate Planning Process:

- Budget Orientation - TBD
- Strategic Plan/Direction - TBD
- Council Priorities and Planning - TBD

### **Let's Talk**

The Mayor and Councillors attend this City event to meet the public and answer their questions. This annual event tends to fall on a Saturday in early April, from 9:00 a.m. to 5:00 p.m.. The first Let's Talk after the election will be held on **Saturday, April 1, 2018.**

### **Additional Information**

For general information regarding the Office of the Mayor or Council procedures contact:

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