

# OFFICES OF ELECTED OFFICIALS



## THE OFFICE OF MAYOR

<b>Term of Office:</b>	4 years
<b>Duties of the Mayor:</b> (Chief Elected Official)	The Mayor is the chief elected official of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

*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.

**154(1)** A chief elected official, in addition to performing the duties of a councillor, must

- (a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside, and
- (b) perform any other duty imposed on a chief elected official by this or any other enactment or bylaw.

**(2)** The chief elected official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

**(3)** Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

**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.

*Excerpts from Organizational Bylaw No. 3505/2013*

### **Mayor**

5. (1) The chief elected official for the City is known as the "Mayor" and is the principal elected link between Council and the City Manager. In addition to performing the duties of a Councillor, and as specified in MGA s. 154 the Mayor shall:

- (a) preside when in attendance at a Council meeting unless a bylaw provides that another Councillor or other person is to preside; and
- (b) perform any other duty imposed on a chief elected official by the MGA or any other enactment or bylaw.

(2) The Mayor shall also:

- (a) review Council agendas with the City Manager;
- (b) represent the City at public functions and ceremonies that Council or the Mayor determines appropriate;
- (c) communicate Council policy to the public and seek public input; and
- (d) liaise with elected officials from other municipalities and other levels of government on matters of concern to the City.

### **Remuneration & Benefits**

**Salary:** \$105,220 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.  
Mayor to contribute a minimum of 7.5% of earnings but may choose a larger contribution.

**Benefits:** Mandatory Group Life - 2 x annual salary  
(The premium on the first \$25,000 worth of coverage is 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 Mayor)

Optional Alberta Blue Cross (100% paid by The City)

- Extended Medical
- Prescription Drugs
- Outside Canada coverage

Health Spending Account - \$500.00 credits annually

Lifestyle Spending Account - \$500.00 credits annually

Optional Canada Savings Plan (100% paid by the Mayor)

<b>Transportation:</b>	Mileage allowance for use of a personal vehicle while on City business for out of town business travel.
<b>Parking:</b>	Parking stall provided.
<b>Car Allowance:</b>	\$339.03/month. (Based on 2016 figures)
<b>Expense Allowance:</b>	Vouchered expenses while on City business
<b>Conference/Seminar Expenses:</b>	The Mayor is allocated \$12,382 per year (2016 figures) to pay for attendance at City related conferences, seminars, training, etc.
<b>Office:</b>	The Mayor's Office has assigned to it one full time Executive Assistant with back up support provided as required by the City Manager's Executive Assistant.

### **Council Meetings**

Every second Monday at 2:30 p.m.

### **Council Committees**

Mayor is an ex-officio member of all Committees of Council and has the right to attend any such committee meeting.

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 affiliates and the appointments of Councillors to be made at the 2017 Organizational Meeting of Council.

### **Time Commitment/Workload**

The Mayor's role is a full time commitment which averages a minimum of 50 to 60 hours per week and often exceeds this during higher demand periods throughout the year. The Mayor's time is spent working closely with Council, senior administration and community representatives to develop plans and strategies important to the City's business and to aid in resolving emerging issues in the community. This requires a regular presence in the office during business hours.

In addition to performing these duties, the Mayor is the key public representative for both The City organization and the greater community at meetings, public functions, ceremonies and other events, which frequently fall on evenings and weekends. As the chief spokesperson for The City, the Mayor will also enter into discussions with elected officials in other municipalities, as well as the provincial and the federal governments. This often involves initiating and building important relationships with decision makers outside the community.

It is important to note that the Mayor is "on call" full time which may significantly impact his or her personal and family time. Daily priorities often change due to emerging issues and the Mayor is expected to be available at all times.

### **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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