OFFICE OF THE COUNCILLORS

Term of Office

The term of office for a Councillor is four (4) years. A Councillor position is deemed to be a full time position in respect to the time commitment required.

Duties

Council is the governing body of the corporation and the custodian of its powers, both legislative and administrative. The Municipal Government Act (MGA) provides that council can only exercise the powers of a municipal corporation in the proper form, by either bylaw or resolution.

Council is responsible for making the decisions necessary to allow the corporation to achieve its purposes by:

• Determining goals and priorities
• Developing and approving policies
• Raising and spending money
• Planning and providing services and programs
• Hiring the chief appointed official (City Manager)
• Representing the municipality

Council Roles

Representative role:
• represent the electorate as well as the whole municipality
• gather information and access in light of what is the common good and;
• balance the wants of the individual constituents with the needs of the entire community

Legislative role:
• participate in policy setting, law making process and

Executive role:
• ensure policy is carried out appropriately through the Council process
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Under the MGA the duties of Councillors are:

Section 153
(MGA)

General duties of councillors

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.
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Remuneration

Effective January 01, 2017, the remuneration for a Councillor is:

$113,416.36 Per Annum; Taxable

The base salary will be adjusted effective the first pay period of each year between Council Compensation Review Committee reviews by the same percentage increase or decrease as the Average Weekly Earnings of Alberta as reported by the Statistics Canada survey of Employment Payroll and Hours. This adjustment is based on the immediate preceding year’s September to September Statistics Canada report information.

Pension & Benefits

Participation is voluntary in the Pension Plan for Elected Officials of The City of Calgary. Elected Official’s contributions are at the rate of 9% taxable earnings and the municipality contributes according to a formula. For each year of plan participation, the benefit will be 2% of the member’s best three-year average earnings. An unreduced pension is available at age 60, while a reduced pension may start at minimum age of 55 and is reduced by 3% for each year prior to attainment of age 60. A 2/3 pension continues to the surviving spouse on the retired member’s death.

Members of Council are eligible to participate in a benefits plan that is similar to the benefits provided to City Senior Management. Some benefits are optional and may require a premium to be paid by the Elected Official. An enrolment package and details are provided after Elected Official has been sworn in.

The benefits are as follows:

- Extended Health Care - choice of Level 1 or Level 2 in the MEBAC benefits plan - MEBAC subsidy amount or employee contribution paid by the Elected Official. Eligible dependents may be covered.

- Dental - choice of Level 1, Level 2 or Level 3 in the MEBAC benefits plan- MEBAC subsidy amount or employee contribution paid by the Elected Official. Eligible dependents may be covered.

- $300 Health Spending Account

- $3000 Flexible Spending Account for non-taxable expenses or cash.

- Basic Life Insurance - 2x salary- City paid. Optional Life Insurance - An additional 5x salary can be purchased -100% paid by the Elected Official. Spousal Life Insurance up to a maximum of $400,000 can also be purchased – 100% paid by Elected Official.

- Pension

- Group RRSP
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Retiree Benefit coverage is available to Elected Officials and their eligible dependents who retire from public service having served at least 2 full consecutive terms and are a minimum of 55 years of age but are under age 65 and reside in Canada. The benefit plan, the provisions and the 50% cost share is the same as available to City retirees as follows:

- Extended Health Care
- Dental
- Group Basic Life Insurance

Transportation & Parking

Councillors receive a car allowance of $9,400 per year payable bi-weekly basis. There are 26 pay periods per annum.

A parking stall at the City Hall complex is provided.

Indemnification Policy

Members of Council are indemnified against legal liability from actions against such matters provided that the matter relates to the performance of a Council member’s duties.

Ward Budgets, Assistance & Office Space

Each ward is allocated an annual ward budget, up to $287,000 for 2017. The Councillor may spend this funding on salaries of staff (assistants) employed directly by them (up to three full-time staff), miscellaneous expenses up to $14,000 per annum, communications, research and office projects and up to $10,000 per annum for travel. These funds and corresponding expenses are tightly monitored through office policies, budgeting and accounting procedures.

Each Councillor is provided with a private office and each ward is also assigned an office for one assistant and a workspace for another. The two offices and one workspace are all fully equipped office work areas.

In addition, there are secretarial and reception staff employed by the office who serve the Councillor and their assistants and administrative staff who provide accounting, payroll, communications and other support roles to the office.

Council Meetings

Generally there are two or three Council meetings in a month. Council meetings are on Monday’s, commencing at 9:30 a.m., in accordance with the Council Calendar adopted annually by Council. The Council Calendar for 2017 is available from the City Clerk’s Office or on The City’s website.
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Committee Meetings

The City of Calgary Council Procedure Bylaw, 44M2006 provides information on committees and proceedings. By this Bylaw, Council establishes Standing Policy Committees (SPCs) Special Committees and the Personnel and Accountability Committee (PAC).

Types of Committee appointments:

(a) Committees established under the Municipal Government Act;
(b) Committees established under other Legislation; eg. Police Act; and
(c) Outside Committees, Boards, etc. which request or require representation by a Member of Council; eg. Alberta Urban Municipalities Association.

A Councillor is expected to:

(a) attend Regular and Special Meetings of Council;
(b) serve on two Standing Policy Committees;
(c) serve on two special committees and various commissions and boards, as appointed by Council and, is in part, limited only to the involvement desired by the individual Councillor.
(d) act as Deputy Mayor on a monthly rotation, in accordance with the roster adopted by Council.

For a more detailed description of Committees, please refer to City Clerk’s Corporate Records, Main Floor, Administration Building, 313 – 7 AV SE, (268-5892) or on the City of Calgary website at http://www.calgary.ca and search “Boards & Committees”.

Information Contact

Paul Denys, Manager, Elections and Census, may be contacted at 403-476-4106, Election & Information Services Office, 1103 – 55 Avenue NE, for information regarding nomination and election matters.

Information Contact

Sue Gray, Director City Clerk’s Office may be contacted at 268-5861, City Clerk’s Office, 303 – 7 Avenue SE, for general information regarding Council and/or Committee procedures.

Patty Orr, Manager Office of the Councillors at 403-268-2165 on matters relating to remuneration, pension, benefits and ward office allocations, policy and equipment.
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Council Agencies

Please refer to the Council Policy, “Appointment of Members of Council, Administration and Citizens to Agencies and Establishment of Council Agencies”, for the classification and criteria for Council Agencies and the appointment process. The Policy can be located in the Council Policy Library on the City of Calgary’s website.

The listing of all Boards, Commissions and Committees of Council can be located on the City of Calgary’s website.

To view the Calendar of the meetings for all Boards, Commissions and Committees of Council can also be located on the City of Calgary’s website. This site is maintained by the City Clerk’s Office.