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**Policy Title:** Governance Structure Office of the Councillors  
**Policy Number:** PAC004  
**Report Number:** PFC2013-0645  
**Approved by:** PFC (Formerly PAC and APAC)  
**Effective Date:** 2003 October 28 with amendments to 2013 September 16  
**Business Unit:** Office of the Councillors

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### **BACKGROUND**

The Coordinating Committee of the Councillors Office (CCCO) has a governance structure that specifies responsibilities and approvals for the planning, development, organization and control of the administrative activities within the Office of the Councillors. In addition, the structure allows for the signing authority for the Legislative Office of the Councillors Budget and with respect to the decisions of the Ward Community Events Fund (WCEF) as well as ensures that policies and procedures are established for the operation of the Office of the Councillors.

### **PURPOSE**

To provide a framework for which The Coordinating Committee of the Councillors Office shall, in consultation with the other Councillors, establish policies and guidelines for the operation of the Office of the Councillors subject to appeal to the Priorities and Finance Committee (PFC) and within the parameters of policy affecting such matters set by Council.

### **POLICY**

1. The Coordinating Committee of the Councillors Office (CCCO), comprised of three to five Councillors is responsible for the supervision of the general accoutrements of the Office of the Councillors and is authorized to deal with the day-to-day councillors' office tasks.
2. The Coordinating Committee of the Councillors Office shall, in consultation with the other Councillors, establish policies and guidelines for the operation of the Office of the Councillors in a manner suited to the needs of the Councillors, subject to appeal to the Priorities and Finance Committee (PFC) and within the parameters of policy affecting such matters set by Council.
3. The Chairman of the Coordinating Committee of the Councillors Office is designated by Council as the Program Manager for the budget of the Office of the Councillors and is the individual with prime signing authority.



4. 2012 May 7, AOC12-18 and 2012 December 17, AOC2012-0830 Council approved the Ward Community Event Fund Guidelines (WCEF) authorizing the CCCO as the approving authority for the WCEF.

The Program Manager has the authority to manage the budget of the Office of the Councillors in accordance with Council and office policies and guidelines, subject to the annual approval of the budget by Council.

Councillors will have access to funding for specific types of expenses as set out in the policy Budgeting and Accounting - Office of the Councillors and related policies.

Under the direction of the Program Manager, the Manager, Office of the Councillors, is responsible for the planning, development, organization and control of the administrative activities within the Office of the Councillors. The Manager is responsible for the supervision of the day-to-day activities of the support staff of the Office of the Councillors and shall report to the Program Manager on matters related to the functions, policies and guidelines of the Office of the Councillors. The Manager shall provide administrative support to the Office of the Councillors Program Manager and shall monitor expenditures and report regularly thereon to the Program Manager.

### **PROCEDURE**

N/A

### **AMENDMENTS**

2004 May 25.

2012 December 17

2013 September 16

2013 October 21 - Bylaw 40M2011 Discontinue the use of the title "Alderman" in favour of the title "Councillor"