

## **Summary of Duties**

As a councillor, you have three main roles to play in your municipality: a representative of the public, a policy-maker, and a good steward of city resources and finances.

These roles may often overlap. You will be called on to consider and make decisions on issues that will sometimes be complex and controversial. Many of those decisions will have long-term consequences for your municipality that extend beyond your four-year term of office, and should be made in the context of your municipality's plans for the long-term health and welfare of your community.<sup>1</sup>

## **Work Performed**

### **Representation of ward interests, citizens, and city wide issues**

- Meet with ward residents, gain familiarity with local issues/concerns about existing and proposed City services directions and changes.
- Attend community association meetings and keep up-to-date with ward issues, needs and concerns.
- Communicate Council decisions concerning services/programs/issues to ward residents, either through attendance at meetings, preparation of newsletters or other communication vehicles.
- Provide assistance, direction and information to ward residents on access or use of City services and referrals to non-city community services as appropriate.
- Direct citizens to their appropriate MP, MPP, or school Trustee, for federal, provincial, or school related issues.
- Obtain the assistance of City staff in resolving and addressing unique or particular issues or concerns raised by ward residents.
- Respond to constituent emails and phone calls

### **Policy and City Program/services direction and approval**

- Chair/attend public consultation meetings to explain and obtain feedback on service proposals and directions affecting City of London citizens.
- Read & review meeting agendas, staff studies and proposals on a wide range of programs and issues ranging from infrastructure development/maintenance, social assistance, emergency and protective services (police, fire, ambulance), recreation and city planning and development.
- Assist in setting broad planning and service directions for the current and future needs of the City of London by reviewing and ultimately voting on the Strategic Plan and on the expenditure of funds for studies/assessments to evaluate the need for certain programs, projects and initiatives.
- Participate in setting City budget and determining service fees and tax levels as well as service/program levels to balance the provision of services to City of London citizens with the maintenance of acceptable fee/taxation levels to pay for programs/services.

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<sup>1</sup> [Ontario Website](#)

- Develop positions and motions to influence the direction of policy/programs/services; determine level of support amongst citizens and colleagues, refine proposals and present and justify these at Committees of Council and Council meetings.

### **Representation on Committees of Council/Boards**

- Serve on Standing Committees of Council (Civic Works, Community & Protective Services, Corporate Services, and Planning and Environment, with an expectation that you are ready, willing and able to serve on each of these committees during your term.
- Serve on the Strategic Priorities and Policy Committee (all members of ) and attend both committee & Council meetings.
- Serve in Council representative positions on the City's external Agencies, Boards, and Commissions, (e.g. Library Board, Police Services Board, Health Unit, Housing, etc) and be available to assume a fair proportion of the workload with Council colleagues, noting these take place on a variety of times and days at a variety of locations and also require prep time with agendas and background reading in addition to the direct Council & Committee related agendas.
- Review, evaluate staff proposals, studies and recommendations concerning City services/programs with regard to both citizen and financial impacts.
- Integrate local/ward concerns/issues with overall City-wide service/program needs and influence the direction of services to meet the needs of the majority of citizens.

### **Other Duties**

- Respond to and accurately represent issues before council with media.
- Adhere to Council's Code of Conduct.
- Have or develop an understanding of Council's Procedural By-laws, and Rules of Order for standing committees and council meetings
- Maintain confidentiality as directed by the City Solicitor or City Clerk on matters of a confidential nature before council.
- Participate in training where required with Agencies, Boards, and Commissions.
- In the event of an emergency (ie: floods, tornado, train derailment, etc), assist in communicating clear, consistent messaging from the Mayor & Emergency Operations Centre leads to support public safety.

### **Compensation:**

Current Rate of Pay: \$65,000 a year

Phone, laptop, and mileage expense compensation provided

### **Contract Details:**

Full-time position, between 35 to 60 hours a week

4 year term

Mix of remote and in-person working environments (primarily in-person)

An expectation to be available at times as much as 7 days a week at various times to represent the city at meetings and events both internal and external.

**Other Information**

Spending account of \$15,000 annually towards work related expenses etc.

Opportunity to attend provincial and national conferences