Role Description

As a councillor, you have three main roles to play in your municipality over your four year term of office: a representative accountable to the public, a policy-maker supporting the municipality, and a good steward of city resources in the municipal budget process. Decisions should be made for the long-term health and welfare of your community, with consideration given to the City's strategic plan and budget.

Areas of Responsibility

Representation of ward interests, citizens, and city wide issues

- Engage with ward residents, gain familiarity with local issues/concerns.
- Keep up-to-date with ward issues, needs and concerns, and communicate Council decisions concerning services/programs/issues to ward residents. Liaise between constituents and civic administration in order to provide assistance, direction and information to ward residents on access or use of City services and other 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 issues or concerns raised by ward residents.
  Correspond with constituents in a timely manner.

Policy and City Program/services direction and approval

- Host/attend public consultation meetings to explain and obtain feedback on service proposals and directions affecting City of London citizens.
- Read & review meeting agendas for Council, committees, agencies, boards, and commissions, on a wide range of local programs and issues.
- Direct broad planning and service provision for the current and future needs of the City of London by developing the Strategic Plan.
- Engage in City budget deliberations which determine service fees and tax levels as well as service/program delivery.
- Develop positions and motions to influence the direction of policy/programs/services;, 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 (committee of the whole) and attend both committee & Council meetings.
- Serve as a Council representative on the City's external Agencies, Boards, and Commissions 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.
● Review, evaluate staff proposals, studies and recommendations concerning City services/programs with regard to both citizen and financial impacts.

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 the Council Procedure By-law, including 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

Additional 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