



Policy Title: **Communication Research and Office Support Policy-Ward Budget-Office of the Councillors**
Policy Number: **PAC010**
Report Number: **APA2005-21, PFC2013-0645**
Approved by: **PFC (Formerly PAC and APAC), with amendments approved by Council 2010 April 26 and 2013 September 16**
Effective Date: **2003 October 28**
Business Unit: **Office of the Councillors**

BACKGROUND

At its meeting held 2003 October 28, the Accountability, Priorities and Agenda Committee adopted the following policy.

PURPOSE

The Communications, Research and Office Support Budget policy is intended to govern funding provided to Councillors to be used, at their discretion, for communications and research projects or office services to their Ward or a combination of the three uses.

POLICY

General Guidelines

- 1) This policy is meant to apply where funds are to be paid from ward accounts.
- 2) The funds allocated each ward under this policy can be used for three forms of services:
 - a) the engagement of a person (or persons) as a contractor on a casual, project basis for the purposes of office services support,
 - b) the engagement of a business or person(s) as a contractor and/or the costs of supplies, rental of facilities and equipment relative to production, presentation and/or distribution of information to residents relevant to City business and/or
 - c) the engagement of a business or person(s) as a contractor for the purposes of a research project as specified by the employing Councillor.



- 3) All payments made under this policy must be authorized as follows:
- a) All charges to the Communications, Research and Office Support Budget require the authorization of the Program Manager or other member of the CCCO. Decisions of the Program Manager hereunder may be appealed by the affected Councillor to the Coordinating Committee of the Councillors Office. Decisions of the CCCO hereunder may be further appealed by the affected Councillor to the Priorities and Finance Committee.
 - b) Employment of persons for communications, research or clerical services on a causal or project basis shall be governed by this policy and the services agreement attached hereto as Appendix 'A' titled 'Specific Project Contract'. An invoice is required from the service provider. Payment will be processed on receipt of the invoice presented for payment by the employing Councillor after review, and subject to, approval of a member of the Coordinating Committee of the Councillors Office.
 - c) Payments for purchases of services and supplies and rental of facilities and equipment relative to production, presentation and distribution of constituent communications will be processed upon receipt of invoices presented for payment by the contracting Councillor after review, and subject to, approval of a member of the Coordinating Committee of the Councillors Office.
 - d) Operating costs of cell phones, internet services, remote/wireless access to the City IT network, all costs related to newsletters and other communications related expenses of Councillors.

All invoices and contracts under this section are to be submitted to the Manager, Office of the Councillors or his designate.

- 4) Persons hired hereunder shall not usurp or perform functions which are the prerogatives of elected office.
- 5) The Communications, Research and Office Support Budget is not to be used to provide a pecuniary benefit to the Councillor or his/her Executive Assistant.
- 6) Implicit in this policy is the recognition that, to a great extent, persons contracted hereunder are political appointments.
- 7) The Communications and Office Support Budget may not be spent in contravention of this policy.



I. Hiring Pre-qualifications

- 1) At the time of hiring, a person hired hereunder:
 - a) must be at least eighteen (18) years of age;
 - b) must be a Canadian citizen or a landed immigrant;
 - c) cannot possess a criminal record of an indictable offence conviction which is less than five years old;
 - d) cannot be on parole, probation or any other form of approved release from any penal institution.
- 2) No individual holding an elected public office shall be eligible for hire under the terms of this policy.
- 3) No Councillor may use funds allocated hereunder to engage the services of a relative or a common-law spouse or a relative or common-law spouse of his/her Assistant(s). For the purposes of this policy, 'relative' is defined below.

Definition of

- a) ***a relative***: the husband, wife, child, parent, brother, sister (including foster or step), and parent-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law.
 - b) ***a common-law spouse***: an adult who has lived in a relationship with another adult for a minimum period of one year, not contravening consanguinity restrictions, and recognized by the public as being in a "marriage-like" relationship.
- 4) Persons or business entities involved in litigation with The City of Calgary cannot be engaged for assignments under this policy.

II. Duties and Limitations

- 1) Persons hired hereunder shall not substitute for Councillors at meetings of boards, commissions or committees to which Council has appointed the Councillors.
- 2) Persons hired hereunder shall execute confidentiality/disclosure forms and abide by the confidentiality agreement comprising paragraph 8 of the Specific Project Contract' (Appendix A).



- 3) Persons hired hereunder shall only perform administrative functions related to the employing Councillor.
- 4) Persons hired hereunder shall be ineligible for selection by Council to boards, commissions, committees and authorities appointed by Council, but may accept appointments by bodies other than Council.
- 5) No individual may be party to or receive payment for concurrent or overlapping employment contracts under this policy and the Assistants Policy - Office of the Councillors combined in excess of seventy-five hours bi-weekly.

III. Tenure and Employment

- 1) The appointment of a person under the terms of this policy will be at the pleasure of the Councillor subject to the terms of this policy.
- 2) All appointments under this policy will be for short-term, casual project oriented assignments only. No contracts to exceed sixty (60) days.
- 3) All persons hired hereunder shall be hired pursuant to the Policy for Communications, Research and Office Support Budget, and shall execute the agreement attached hereto as Appendix A prior to commencement of employment.

IV. Employment Contract

- 1) A written contract (Appendix "A"), including an Affidavit of Execution, and the provisions of the Employment Standards Code (Alberta) as amended, shall govern the relationship between the employing Councillor and any person hired hereunder.
- 2) Council shall approve the basic form of the contract; however, the contracting Councillor shall have the sole discretion in the matters relating to:
 - a) the selection of and hiring of persons hired hereunder, subject to the prohibition of hiring of relatives and common-law spouses;
 - b) assignment of duties within the scope of Section XI, Salary Administration of this policy;
 - c) discipline and quality of work;
 - d) hours of work, subject to a maximum of 37.5 hours per week.



- 3) Copies of the executed contract shall be provided to:
 - a) the employing Councillor;
 - b) the person contracted;
 - c) the Manager, Office of the Councillors.
- 4) Such contracts shall be between the Councillor and the person hired hereunder, and are not an agreement with The City of Calgary.
- 5) In instances where two or more Councillors wish to employ the same person, a separate contract shall be entered into with each Councillor.
- 6) Persons hired hereunder will not receive vacation pay.
- 7) The Office of the Councillors will not provide space, equipment or parking to persons hired hereunder. No benefits will be provided and no tax, Canada Pension or Employment Insurance withholdings will be taken from remuneration.
- 8) Communications, Research and Office Support Budget funds may not be used to hire persons to provide vacation relief cover services for Assistants working under the terms of the Assistants Policy - Office of the Councillors.

V. Allocation of Funds

Each year, each ward will receive an equal allocation as approved by Council as part of the Office of the Councillors Legislative Budget which amount is referred to as the 'Ward Based Budget Package'. In accordance with the Budgeting and Accounting - Office of the Councillors policy, each Councillor will have the option to budget a portion of their Ward Based Budget Package to the Communications, Research and Office Support related expenses for their ward.

The Budgeting and Accounting - Office of the Councillors policy dictates many of the conditions of this funding. In addition, the following conditions also apply:

- 1) Notwithstanding the above, the amount of the Communications and Office Support expenses shall be as authorized by Council from time to time.



- 2) No authorization for payment of monies to a person hired hereunder shall be processed until a fully executed copy of the employment contract has been filed with the Manager, Office of the Councillors.

VI. Salary Administration

- 1) The level of compensation applicable to persons hired hereunder will depend on the nature of their duties under the contract:

The rate of pay will be at the discretion of the employing Councillor and as agreed by the parties to the contract subject to a maximum of \$100.00/hr. except with prior approval of the CCCO.

PROCEDURE

N/A

AMENDMENTS

2010 April 26 Council

2013 September 16

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