

## City Clerk's Memo

December 12, 2019

**From:** The City Clerk

**To:** All Members of Council

**Re:** Retirement Allowances

The City Clerk apologizes to Council and the Human Resources business unit for not completing adequate research in July 2018. Since the 2019 December 3 Priorities and Finance Committee, new information has been located. Please see the following information related to retirement allowances.

### **Retirement Allowance – Archive Summary**

At the 2019 December 3 Priorities and Finance Committee, the following questions were asked:

“Where did this retirement bonus come from?”

“I need to understand how this came to be and who authorized this?”

As mentioned in the meeting, searches conducted within the City Clerk's Office did not produce a Corporate Record indicating that retirement allowances were approved by City Council. Following the Priorities and Finance Committee meeting, an Archives search was completed of the Board of Commissioners documents and the documentation below was located.

The Board of Commissioners was a predecessor to the Administrative Leadership Team that is in place today. The Board of Commissioners approved administrative policies within their delegated authority.

A Board of Commissioners document from 1981 March 5 referenced the existence of a Retirement Allowance going back to at least 1964. Minutes of the Board of Commissioners indicate that the Board of Commissioners reviewed the established policy for calculating “vacation entitlement upon retiring” and the Supervisor of Payroll and Benefits at the time advised that this policy had remained unchanged in content since at least 1964. The Board of Commissioners endorsed the continued use of this policy in calculating vacation entitlement upon retirement of civic employees.

#### **• 1981 March 5 – Minutes of the Board of Commissioners**

##### 7. POLICY FOR CALCULATION OF VACATION ENTITLEMENT UPON RETIRING

The Board reviewed the established policy for calculating vacation entitlement upon retiring as recorded in The City of Calgary Administration Manual, Section 3407.03 of Chapter 34. Mr. Ferguson, Supervisor of Payroll and Benefits, advises that this policy has remained unchanged in content since at least 1964. The Board endorsed the continued use of this policy in calculating vacation entitlement upon retirement of civic employees.