

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017

Item 6, Report No. 1, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on January 24, 2017.

6 TASK FORCE FINDINGS REPORT: COUNCIL EXPENDITURES

The Finance, Administration and Audit Committee recommends that consideration of this matter be deferred to a future Committee of the Whole (Working Session) to allow for further debate, discussion and clarification.

Recommendation

The City Clerk, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following for Council's consideration, as the first phase of the Task Force's Findings Report:

That the recommendation contained in the report of the Chief Financial Officer and City Treasurer, the City Clerk, and the Director of Financial Planning & Development Finance and Deputy City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, dated December 13, 2016, be approved subject to amending the recommendations to read as follows:

1. That the following recommended amendments to the Council Member Expense Policy (CL 12) be approved, as the first phase of the Task Force's Findings Report:
 - a. That the source of City funding be identified on any advertisements placed by the Mayor and Members of Council;
 - b. That advertising funded by third parties or paid for by a Member of Council using personal funds shall not be permitted;
 - c. That the election year advertising cut-off date shall remain as June 30;
 - d. That in an election year, paid advertisements or corporate newsletters (including e-newsletters) after the cut-off date may be permitted only if directly related to city business such as communicating with respect to a pending Planning Act application or development matter, the facilitation of a community meeting, the opening of a city facility, and community consultations relating to a matter to be considered by Council before the end of the term. After the cut-off date advertising may not be placed to issue greetings on behalf of a councillor or merely to provide contact information;
 - e. That business card publications shall be permitted; however care shall be taken to avoid multiple business cards from different Council Offices in one publication;
 - f. That if a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings;
 - g. That the Office of Corporate Communications inform Council of all corporate advertisements annually;
 - h. That as a principle, the manner of advertising chosen shall be made on the basis of reaching the most residents for the lowest cost;

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- i. That congratulatory letters (provided they are at no cost) shall not be subject to the restrictions in the expense policy regarding paid advertising;
 - j. That 'on-line publications' shall be added to the list of media eligible for paid postings;
 - k. That the \$2000/\$4000 (Council Member/Mayor) limit for advertisements in 'charitable' publications shall be maintained, but for other publications there shall be no maximum otherwise so long as the advertising expense is within budget;
 - l. That the definition of Social Community Event shall be "a social event such as a picnic, public skate or swim, movie night or similar public gathering arranged by a Member or Members of Council to support community building and/or public access to elected officials";
 - m. That Council may host up to 2 Social Community events per year and approval of this policy recognizes conformity with the Code of Ethical Conduct on Gifts and Benefits Rule No. 2 1 U) and further that any additional events by any Member of Council will require preapproval or authorization from Council;
 - n. That Social Community Events are to be funded entirely by donations and sponsorships, with the exception of reasonable indirect city expenses such as council staff time;
 - o. That a post Social Community Event filing shall be required setting out the donations and services that have been provided to support the event and further that monetary transactions continue to be processed through the City's Financial Services;
 - p. That there must be full transparency when sponsors are involved in Social Community Events and that Sponsorships shall only be provided in conjunction with set criteria to be defined;
 - q. That in circumstances where an unforeseen expenditure from the Council Corporate Budget is proposed, and where in the joint opinion of the City Clerk and the Chief Financial Officer and City Treasurer, the expenditure is warranted but not so substantial as to require a report to Council (either due to time constraints or the minor nature of the expenditure) such expenditures shall be consolidated into a monthly expenditure report; and
2. That the standard operating procedure for Member Hosted Social Events as outlined in Attachment 1 and the accompanying report template presented in Attachment 2 be approved, recognizing that the completion and posting of this template fulfils the reporting requirements under Rule Nos 2 and 3 of the Code of Ethical Conduct for Members of Council (CL11);
3. That the standard operating procedures for Attending a Charitable Fund-raising Event as outlined in Attachment 1 be approved;
4. That the reporting threshold for funds received by any one source during the course of a calendar year for a Member Organized Community Event under Rule No 2 of the Code of Ethical Conduct for Members of Council (CL 11) be amended from \$500 to \$800;

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5. That Communication C1, (Attachment 3 to this report), from the Council Expenditure and Code of Conduct Review Task Force meeting of December 13, 2016, be considered as part of the Task Force findings; and
6. That the Clerk, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forward the foregoing recommendations to the Finance, Administration and Audit Committee of January 16, 2017 for consideration.

Contribution to Sustainability

The Council Expenditure and Code of Conduct Review Task Force was formed to review the Council Office Expenditure Policy and report its findings to the Finance, Administration and Audit Committee by the end of June 2016 for consideration in the budget, its mandate has been expanded to include a review of the Code of Ethical Conduct for Members of Council and an extension of its term to May 2017 will allow it to complete that task. Periodic reviews of financial and ethical accountability frameworks for elected officials supports sustainable and good governance practices.

Economic Impact

The amounts allocated to Council office budgets and the Council Corporate budget are not impacted as a result of the recommendation of the Task Force.

Communication Plan

N/A

Purpose

The purpose of this report is to bring forward an interim report from the Council Expenditure and Code of Conduct Review Task Force in order to make recommendations to amend the Council Member Expense Policy.

Background – Analysis and Options

The Council Expenditure and Code of Conduct Review Task Force completed its review of the Council Member Expenditure Policy and has made recommendations for amendment to the Expense Policy as the first phase of reporting its findings.

At the December 13, 2016 meeting of the Council Expenditure and Code of Conduct Review Task Force recommendations were approved to be brought forward to the Finance, Administration and Audit Committee for consideration.

The Task Force will proceed and undertake the review of the Code of Conduct and report back its findings in 2017.

Relationship to Term of Council Service Excellence Strategy Map (2014-2018)

This report is consistent with the priorities established in the updated Term of Council Service Excellence Strategy Map, specifically:

- Continue to advance a culture of excellence in governance.

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Regional Implications

There are no regional implications resulting from this extension.

Conclusion

This report is submitted on behalf of the Council Expenditure and Code of Conduct Review Task Force. The work of the Task Force provides a framework for Council to amend the Policy. That said, Council may accept all, some or none of the recommendations and may modify the Council Member Expenditure Policy as it deems appropriate.

Attachments

1. Standard Operating Procedure – Member Hosted Social Community Events
2. Reporting Template – Statement of Event
3. Communication C1 from the Council Expenditure and Code of Conduct Review Task Force meeting of December 13, 2016.

Report prepared by:

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Council / Committee Administrator

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)