

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF MAY 16, 2017**

Item 2, Report No. 5, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on May 16, 2017.

## **2 UPDATE: FEASIBILITY ASSESSMENT – FAIR WAGE POLICY FOR CITY OF VAUGHAN**

The Finance, Administration and Audit Committee recommends approval of the recommendation contained in the following report of the City Manager, the Chief Financial Officer and City Treasurer and the Director of Procurement Services, dated May 1, 2017:

### **Recommendation**

The City Manager, the Chief Financial Officer and City Treasurer and the Director of Procurement Services, recommend:

1. That staff report to a future Finance, Administration and Audit Committee on the findings of the feasibility study regarding implementation of a potential Fair Wage Policy for City of Vaughan no later than Q4 of 2017.

### **Contribution to Sustainability**

This report contributes to Service Excellence. Procurement Services supports improving the City of Vaughan's operational performance to enable the delivery of Term of Council priorities while meeting Council's tax rate increase target of no greater than three per cent each year.

Procurement Services strives to ensure that the way we acquire goods, services and construction, help ensure value-for-money and contributes to the City's long-term financial sustainability.

### **Economic Impact**

The cost to conduct the feasibility study for a fair wage policy in the City of Vaughan is \$46,100 plus applicable taxes. A 10% contingency, \$4,610, has been set aside in the event that it is determined that increased stakeholder meetings are required to complete this study. This cost will be accommodated from within the 2017 operating budget through a fiscally neutral transfer from corporate contingency.

Any future operating and capital costs arising from this feasibility study would need to be considered in relation to other budget requests, as part of future fiscal planning processes.

### **Communications Plan**

The report is available publicly on the Agenda, Minutes & Extract page of the City's website ([www.vaughan.ca](http://www.vaughan.ca)).

A comprehensive multi-channel public communications plan will be developed to support consultation with stakeholders and to help ensure that external stakeholders have opportunities to be informed and involved in the feasibility study process.

### **Purpose**

The purpose of this staff report is to provide Council with an update of the work completed to date on the feasibility of a Fair Wage Policy for the City of Vaughan.

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##### **Background - Analysis and Options**

Staff report Feasibility Assessment – Fair Wage Policy for City of Vaughan (Item 3, Report No. 15 of the Finance, Administration and Audit Committee) was adopted as amended by Council on December 13, 2016, deferring consideration of a feasibility assessment for a potential Fair Wage Policy to no later than May 2017.

##### **Request for Proposal for Consulting Services to Conduct a Feasibility Assessment (RFP17-045) Awarded**

As noted by staff in response to questions posed by Council, external resources would be required to complete a fulsome feasibility assessment. In January and February 2017 staff developed terms of reference for a Request for Proposal (RFP) for consultant services to conduct an expanded feasibility study that will examine the feasibility of implementing a Fair Wage Policy at the City of Vaughan (the City). This study will investigate the economic impact of the implementation of such a policy, which may include but is not limited to the creation of a Fair Wage Policy Office.

The RFP requested the Consultant to chart and scope services and tasks through the proposal, drawing on expertise and professional judgement in completing and delivering the study report outlining options. It was noted in the RFP that the consultations of multiple stakeholders such as federal, provincial, municipal agencies and labour organizations will be required through the study duration.

The RFP was released on March 8, 2017 and closed on March 27, 2017. One compliant bid was received. The evaluation committee met April 3, 2017 to review the proposal received to validate that the requirements of the RFP were met. The proposal was deemed to be in alignment with the RFP. The RFP has been awarded to the successful proponent, Prism Economics and Analysis.

##### **Proposed Schedule to Complete Assignment includes Stakeholder Engagement**

The proposed schedule to complete the assignment is 11 weeks in duration. It is anticipated that a report on the findings of the feasibility study of implementing a Fair Wage Policy for the City of Vaughan would be brought to the Finance, Administration and Audit Committee in Q4 of 2017. In the event that additional stakeholder meetings are required, the schedule could be extended beyond the 11 week timeframe.

An initial meeting to launch the assignment will be scheduled before the end of April. It is anticipated that internal and external stakeholder meetings will be schedule for the end of May and into early June. If it is deemed that additional stakeholder meetings are required they will be scheduled to follow the initial stakeholder meeting schedule. The remaining engagement time will be spent completing the findings report and proposed recommendations for presentation to Council.

##### **Correspondence Received from Industry Stakeholders**

Since the December 2016 Council meeting, the Mayor and members of Council have received three letters of correspondence from industry stakeholders inquiring about stakeholder consultations during the review of a Fair Wage Policy in the City. Staff have responded to these inquires, advising of the recent RFP process and the RFP requirement for external stakeholder engagement.

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

This report contributes to Service Excellence. Procurement Services supports improving the City of Vaughan's operational performance to enable the delivery of Term of Council priorities while meeting Council's tax rate increase target of no greater than three per cent each year.

**Regional Implications**

Not applicable

**Conclusion**

Since the December 2016 Council meeting which provided Staff direction to continue the investigation into a Fair Wage Policy at the City of Vaughan, an RFP has been released and closed to engage a Consultant to conduct an expanded feasibility study that will examine the feasibility of implementing a Fair Wage Policy at the City of Vaughan (the City). The RFP noted that the consultations of multiple stakeholders such as federal, provincial, municipal agencies and labour organizations will be required through the study duration.

The RFP has closed and awarded to Prism Economics and Analysis. It is anticipated that after an initial meeting with the consultant, the consultant will schedule consultation dates with internal and external stakeholders. A report to a future Finance, Administration and Audit Committee is planned for no later than Q4 of 2017.

**Attachments**

N/A

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