CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF SEPTEMBER 26, 2017

Item 3, Report No. 8, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on September 26, 2017.

3 COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE: FINDINGS REPORT

(Referred)

The Finance, Administration and Audit Committee recommends:

1) That the recommendation contained in the following report of the City Clerk, dated June 19, 2017, be approved.

2) That the following be approved in accordance with Communication C1, memorandum from the City Clerk, dated September 14, 2017:

1) That the following amendments to the recommendations of the Council Member Expense Policy (CL-012) previously submitted by the Task Force be approved:

A. That the source of city funding be identified on any paid advertisements placed by the Mayor and/or Members of Council;

B. That congratulatory letters, as they may appear in third-party publications, shall not be subject to the restrictions in the expense policy regarding paid advertising (provided they are at no cost);

E. That business card publications shall be permitted, however, if a corporate greeting is placed, no individual ads (or business cards) shall be permitted, particularly for holiday greetings;

F. That Recommendation F be removed and merged with Recommendation E;

H. That Recommendation H be removed and submitted under separate recommendation;

L. That any Member of 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 pre- approval or authorization from Council;

M. That Member hosted Social Community Events are to be funded by donations and sponsorships, and up to $1 ,500 of an individual Councillors' budget, with the exception of indirect city expenses such as staff time;

O. That there must be full transparency when sponsors are involved in Social Community Events and that Sponsorships shall only be provided in conjunction with Rule 2.3 of the Code of Conduct and that any surplus shall be dealt with in accordance with Policy 9.13 of the Council Member Expense Policy;

Q. That Recommendation Q be removed and submitted under separate recommendation;

…/2

3) That the Corporate Communications Department inform Council of all corporate advertisements annually;

4) That the City of Vaughan High School Student Unpaid Co-Op Program, as outlined in Communication C1 to the Council Expenditure and Code of Conduct Review Task Force, dated December 12, 2016, be received;

5) That the following be approved in accordance with Communication C1, memorandum from the Director of Internal Audit from the Finance, Administration and Audit Committee meeting of June 19, 2017:

1. Section 4.3 of the Council Member Expense Policy be revised to state:
The Director of Internal Audit has authority to conduct periodic compliance audits to assess whether Councillor expenses are in compliance with the policy; and

2. The following be added:

Councillors may consult with the Chief Financial Officer or designate on interpretation of the Council Member Expense Policy;

6) That the following amendments to the recommendations of Code of Ethical Conduct for Members of Council (CL- 011) previously submitted by the Task Force be approved:

F. Rule 2.1: (k) Second Paragraph

The use of the Member's title in the event name is allowable if requested by the group or organization or residents. The display of banners or the distribution of collateral items with the Member's image is an allowable activity for Member Sponsored Social Community Events;

J. That Recommendation J be deferred to allow the Integrity Commissioner to provide further information;

7) That the following be approved in accordance with Communication C1, memorandum from Integrity Commissioner, dated September 12, 2017, as amended:

Recommended addition to Commentary to Rule 14: (1)

Whereas the Code prescribes standards of behaviour to ensure compliance with the Code rules and the City of Vaughan hiring policies, which prohibit inappropriate meddling and undue use of influence; and,

Whereas the City of Vaughan is committed to providing a safe and respectful workplace for all employees at the City, The Integrity Commissioner recommends the following addition to the Commentary to Rule 14 of the Code:

Commentary. The City's Hiring and Nepotism Policy ... Section 1.4 states that Elected officials, appointed officers or employees shall not attempt to influence the recruitment process for any applicant unless it is for the position of Executive or Administrative Assistant to the Mayor and/or Members of Council.

Individual Members of Council have no role to play in influencing the hiring process for any member of staff except as indicated above. Council's role as a body is to be involved in hiring positions at DCM level or statutory level as set out in the City's Human Resources and Recruitment Policies as amended from time to time.

Council, at its meeting of June 27, 2017, adopted the following recommendation (Item 1, Finance, Administration and Audit Committee Report No. 7):

Recommendation of the Finance, Administration and Audit Committee meeting of June 27, 2017:

The Finance, Administration and Audit Committee recommends:

1) That consideration of this matter be deferred to the September 20, 2017 Finance, Administration and Audit Committee meeting; and

2) That the term of the Council Expenditure and Code of Conduct Review Task Force be extended to provide for additional Task Force meetings as necessary to allow further review of recommendations by Members of Council who were not part of the Task Force and that all necessary parties attend the Task Force meetings, including the Chief Financial Officer/City Treasurer and the Integrity Commissioner.

Report of the City Clerk, in consultation with the Chief Financial Officer/City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, dated June 19, 2017

Recommendation

The City Clerk, in consultation with the Chief Financial Officer/City Treasurer, on behalf of the Council Expenditure and Code of Conduct Review Task Force, forwards the following for Council's consideration:

1. That the recommended amendments to the Council Member Expense Policy (CL-012) and Code of Ethical Conduct for Members of Council (CL-011) set out in the Task Force Findings Report be approved.

Contribution to Sustainability

Periodic reviews of financial and ethical accountability frameworks for elected officials supports sustainable and good governance practices.

Economic Impact

The recommended amendments to the Council Member Expense Policy (CL-12) have no impact on the amounts allocated to Council Office budgets and the Council Corporate budget. Incremental costs that may be incurred through City departmental budgets are insignificant and are considered part of the day to day City business.

There is no economic impact associated with the recommended amendments to the Code of Ethical Conduct for Members of Council (CL-011).

Communication Plan

This report will be posted on the City's website and the outcome resulting from the review of the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council will be incorporated in the policy documents.

Purpose

The purpose of this report is to provide the Council Expenditure and Code of Conduct Review Task Force Findings Report to Council for consideration. The Findings Report represents a summary of the Task Force's deliberations and recommendations to amend the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council Policy.

Background – Analysis and Options

The Council Expenditure and Code of Conduct Review Task Force was formed to review the Council Member Expense Policy and report its findings to the Finance, Administration and Audit Committee by the end of June 2016 for consideration in the budget. The Task Force mandate was expanded to include a review of the Code of Ethical Conduct for Members of Council and the Task Force term was extended to May 2017 to allow the Task Force to complete both tasks.

The Council Expenditure and Code of Conduct Review Task Force completed its review of the Council Member Expense Policy and made recommendations for amendments to the Policy as the first phase of reporting its findings at the January 16, 2017 Finance, Administration and Audit Committee. This matter was deferred for consideration to a future Committee of the Whole (Working Session) meeting. Recognizing the close alignment between the Council Member Expense Policy and the Code of Ethical Conduct for Members of Council, it was subsequently determined that both sets of recommendations should be brought forward for consideration at the same meeting. The Task Force Findings Report (attachments 1, 2 and 3) is a combined report which includes recommended amendments to both policies.

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

This report supports the goals established by Council in the Term of Council Service Excellence Strategy Map, specifically:

- Continue to advance a culture of excellence in governance.

Regional Implications

There are no regional implications resulting from this extension.

Conclusion

The Council Expenditure and Code of Conduct Task Force has completed its mandate and the City Clerk is forwarding the Task Force's Findings Report for Council's consideration.

Attachments

1. Covering Letter – Task Force Chair
2. Council Member Expense Policy Amendments
3. Code of Ethical Conduct for Members of Council Policy Amendments

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.)