

# ***THE CITY OF VAUGHAN***

# ***BY-LAW***

## **BY-LAW NUMBER 221-2025**

**A By-law to amend City of Vaughan By-law 100-2002, being the Management By-law.**

**WHEREAS** section 8 of the *Municipal Act 2001*, S.O. 2001, as amended (the “Act”), provides that a municipality has broad authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues;

**AND WHEREAS** section 23.1 of the Act provides for a municipal council to delegate functions of an administrative nature;

**AND WHEREAS** sections 284.5 and 284.6 of the Act assign to the head of council various powers including the power to appoint a chief administrative officer, the power to assign the chief administrative officer duties, the power to determine the organizational structure of the municipality and to hire, dismiss or exercise any other prescribed employment powers with respect the head of any division or any other part of the organizational structure other than certain persons as listed in section 284.6(3);

**AND WHEREAS** the Council of The Corporation of the City of Vaughan (the “City”) has deemed that the delegation of certain administrative powers would contribute to the efficient management of the City;

**NOW THEREFORE** the Council of The Corporation of the City of Vaughan ENACTS AS FOLLOWS:

1. Sections 1 through 4 of By-Law 100-2002 (the “By-law”) are deleted and replaced with the following:

- 1. Applicability and Scope**

- (1) The provisions of this By-law apply to all employees of The City, other than those represented by a bargaining agent.
  - (2) For clarity, this By-law does not apply to the establishment of non-union employee salary schedules or their amendment(s), or the authority to hire or dismiss any employee of the City.

## 2. Guiding Principles

- (1) The terms and conditions of employment for all employees of the City, other than those represented by a bargaining agent, shall be in accordance with the principles set out in Schedule “A” to this By-Law.
- (2) The City may establish administrative policies from time to time to administer these principles.
  2. Schedule A of the By-law is deleted and replaced with the attached Schedule A.
  3. Schedule B of the By-law is deleted.

Voted in favour by City of Vaughan Council this 22<sup>nd</sup> day of September, 2025.

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Steven Del Duca, Mayor

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Todd Coles, City Clerk

Authorized by Item No. 4 of Report No. 32 of the Committee Whole.  
Report adopted by Vaughan City Council on September 22, 2025.  
City Council voted in favour of this by-law on September 22, 2025.  
Approved by Mayoral Decision MDC 013-2025 dated September 22, 2025.  
**Effective Date of By-Law: September 22, 2025**

## **Schedule “A”**

### **Guiding Principles for Terms and Conditions of Employment**

#### **Principle 1: Probationary Periods**

All employees newly hired by the City shall serve a probationary period for a reasonable term and with such conditions as determined by the appropriate hiring manager in consultation with the Human Resources department.

#### **Principle 2: Salary Administration**

All full-time, permanent employees of the City shall be paid in accordance with the City’s approved salary schedules, as may be amended from time to time.

#### **Principle 3: Position Classification/Reclassification**

The classification and/or reclassification of positions shall be determined by considering the job duties of the position.

#### **Principle 4: Hours of Work**

Full-time employees shall be required to work a minimum of thirty-five (35) hours per week, on average.

#### **Principle 5: Payment for Authorized Overtime/Lieu Time**

For authorized hours worked beyond an employee’s regular work week, an employee may be entitled to overtime pay and/or lieu time.

#### **Principle 6: Vacation Entitlements**

Employees shall be entitled to paid vacation days, or in the alternative, vacation time and vacation pay, as eligible.

#### **Principle 7: Holidays**

Employees shall be entitled to holidays, as eligible.

#### **Principle 8: Leaves of Absence**

Employees shall be entitled to leaves of absence, as eligible.

#### **Principle 9: Benefits**

Employees shall be entitled to benefits, as eligible.

#### **Principle 10: Pensions**

Pension benefits shall be provided to eligible employees in accordance with the provisions of the *Ontario Municipal Employees Retirement System Act, 2006*.

#### **Principle 11: Transportation**

The City Manager and Deputy City Managers may be provided with a vehicle allowance.

All other employees using a personal vehicle for Corporate business may be reimbursed for such use.

#### **Principle 12: Incentives**

An incentive may be available, subject to the City Manager’s approval, to:

(1) employees in circumstances requiring extraordinary performance; or

(2) candidates who bring special knowledge and/or experience which has been deemed valuable and necessary to the City.

Incentive payments shall typically be no greater than five (5) percent of an employee's or candidate's annual salary. Incentive payments greater than five (5) percent shall only be made if funds are available in approved budgets. An incentive payment shall not affect an employee's placement on the salary schedule.

**Principle 13: Work Location**

Employees shall work at a location approved by the City, which may change from time to time at the sole discretion of the City.

**Principle 14: Job Duties/Job Descriptions**

Job descriptions are developed and amended by the Human Resources Department based on information provided by management staff in the relevant department, to reflect the duties expected of the employee in their role at the City.