

## 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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**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

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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;

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 24, 2017**

#### **Item 6, Finance Report No. 1 – Page 3**

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:**

Adelina Bellisario  
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.)

**TASK FORCE FINDINGS REPORT: COUNCIL EXPENDITURES**

**Recommendation**

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**Attachments**

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2. Reporting Template – Statement of Event
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**Report prepared by:**

Adelina Bellisario  
Council / Committee Administrator

Respectfully submitted,

Jeffrey A. Abrams  
City Clerk



## **Attachment 1:**

### **1. Standard Operating Procedure: Member Hosted Social Community Event**

This is an event organized by a Member of Council for the community. If the Council Member is raising funds, receiving donations, services-in-kind or good-in-kind, the event should be authorized or endorsed by Council (Rule No 2. 1(j) Code of Ethical Conduct). Examples of events may include:

- Movie nights
- Community free public skate
- Community free public swim
- Community social event

All events should be in compliance with the Council Member Expense Policy (CL-12) and the Code of Ethical Conduct (CL-11).

There should be a posting of the costs for the event with the corresponding funding sources on the Member of Council's web-site within thirty days of the Member hosted community event.

Information should include:

1. Detail of all expenditures associated with the event
2. Detail of the funding sources for the event. These may include:
  - a. Sponsorships received
    - i. cheques should be made payable to the City of Vaughan
    - ii. cheques should be forwarded to the Financial Planning and Development Finance department, indicating for which event the sponsorship was received. The cheque will be deposited to the Councillor's office budget (Regional or Ward sponsorship)
  - b. Good in kind (reasonable estimate)
  - c. Services in kind (reasonable estimate)
  - d. Member's of Council office budgets

The posting of this statement would replace the requirement to file a Councillor Information Statement as outlined in Rule No 2 of the Code of Ethical Conduct which states:

*...if the total value received from any one source during the course of a calendar year exceeds \$500, the member shall within 30 days of receipt of the gift or reaching the annual limit, list the gift or benefit on a Councillor information statement...*

The posting of this statement would also serve to meet the requirement under Rule No 3 (c) which states:

*... Members of Council must report to the Integrity Commissioner, the names of all donors and the value of their donation that supplement the event.*

Per Section 9.13 of the Council Member Expense Policy, if sponsorships received exceed the total expenditures for the event, surplus funds can be carried forward to be used for the same event in the following year. If this is a one-time event, excess funds should be forwarded to the Council Corporate Budget.

A template has been provided to assist with this reconciliation.

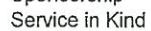
## **2. Standard Operating Procedure: Attending a charitable or fund-raising event**

If the event is to be paid by the City directly, the member can forward the registration form to Finance for processing and payment.

1. Complete the registration form.
2. Complete a cheque request form.
3. If this is a new event, complete a new vendor form.
4. Send package to the Financial Services department for processing.

If the Member of Council is to be reimbursed for the event, the member should complete an expense reimbursement form, attaching an event notice/flyer/registration form or email requesting the member's attendance as well as proof of payment. This can be forwarded to the Financial Services department for processing.

## Attachment 2



Total	<u>0.00</u>
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## memorandum

C 1

Communication

Council Expenditure &amp; Code of Conduct Review Task Force

December 13, 2016Item - 1

**DATE:** DECEMBER 12, 2016

**TO:** MEMBERS OF THE COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE

**FROM:** DEMETRE RIGAKOS, CHIEF HUMAN RESOURCES OFFICER

**RE:** COUNCIL EXPENDITURE AND CODE OF CONDUCT REVIEW TASK FORCE –  
December 13, 2016  
TASK FORCE FINDINGS REPORT: COUNCIL EXPENDITURES

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**Recommendation**

The Chief Human Resources Officer in consultation with the Deputy City Manager, Legal and Human Resources, recommends:

1. That this report be received for consideration as part of the Task Force findings.

**Background**

At the March 2016 meeting of the Task Force members expressed a desire to review opportunities to increase participation of co-op students in placement opportunities throughout the City as well as Council offices.

With that, staff have developed the attached co-op program to encourage placement of co-op students across City departments including Council Offices when and where appropriate.

In addition, members of the task force expressed interest in developing an additional role of Councillor's Aid (Summer Student) that can be filled for specific periods within the existing labour funds available. A Councillor may hire either a Part-Time Council Administrative Assistant or Councillor's Aid (summer student) depending on the needs of their office.

Staff have prepared the attached document titled Staff Positions that identify the two role descriptions and pay levels for the positions that Councillors can hire using their existing budgets as appropriate to meet the needs of their offices.

**Conclusion**

The attached Co-op program and Staff Positions documents are being submitted for consideration as part of the overall findings report of the Council Expenditure Task Force.

**Attachments**

1. High School Student Unpaid Co-op Program
2. Staff Positions

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'DRIGAKOS', is written over a horizontal line.

Demetre Rigakos  
Chief Human Resources Officer



## Attachment 1



### CITY OF VAUGHAN HIGH SCHOOL STUDENT UNPAID CO-OP PROGRAM

The best way to learn about work is on the job. At the Secondary School level, students have an opportunity to work outside school at jobs that match their interests and aptitudes. Cooperative Education is a ministry-approved program that allows students to earn secondary school credits while completing a work placement. Co-operative education prepares youth for the transition from school to work; it helps them make education and career choices; it develops knowledge, skills, and attitudes expected in the workplace.

Co-operative education is a partnership consisting of employers, students, and teachers. All parties play an important role in the program. Each must commit to the goals of the program and each is responsible for achieving those goals to the best of their ability. Co-op placements are arranged for students by their secondary school and must follow Ministry of Education policy and guidelines. The success of the program depends upon clear expectations and shared responsibilities.

The City of Vaughan has and continues to work and build relationships with local high schools to find co-op placements for students. The following information provides the benefits, responsibilities and answers to some frequently asked questions for supervisors/managers who are considering a co-op placement.

#### **The benefits to the City of Vaughan and the placement supervisors include:**

- Opportunity to preview and train potential future employees
- Develop supervisory skills in existing employees
- Create an environment of community involvement
- Share resources with local High Schools
- Help develop a positive student attitude to our community
- Improve your communication with the local schools
- Contribute to youth employment in the community

#### **The responsibilities of placement supervisors include:**

- Interview the student to determine suitability
- Deliver specific health and safety training as it relates to the City of Vaughan
- Provide relevant experience in a safe learning environment
- Develop learning expectations for the student, in collaboration with the co-op teacher and the student
- Provide training and supervision
- Assist the co-op teacher to complete assessments of the students' performance
- Verify student hours weekly by signing student log sheets
- Encourage students to make connections in the community
- Report concerns to the Co-op teacher

#### **Frequently Asked Questions regarding High School Co-op Program: FAQ's**

##### **1. How are students placed?**

Through a series of interviews with the student, an appropriate placement is found. This process involves an assessment of the placement by the co-op teacher to determine suitability, and an interview of the student by the placement supervisor. After the successful completion of those two steps, and once the student has completed the required City of Vaughan orientation/policy training, the student can start.

Throughout the semester, the Co-op teacher and the placement supervisor monitor and evaluate the student's progress.

## **2. Does the student get paid?**

High School Co-op students earn high school credits, but do not get paid.

## **3. Can the student be hired by the placement?**

The aim of Co-op is to earn credits while obtaining experience in the workplace. Many employers are not in the position to hire students and some employers leave a space open to accept co-op students on a regular basis. If a position does become available, students may accept the opportunity if it does not interfere with school hours and the Work Education Agreement.

## **4. Can the student perform tasks that are typically done by unionized employees in the department/area?**

Students are not able to perform tasks that are typically done by unionized employees in the department/area. Also, students should not be used to fill in or replace union employees while on vacation or other leave. This is in accordance with the City's collective bargaining agreements.

## **5. Are students insured?**

A Work Education Agreement (WEA) is completed for each student and is signed by the student, co-op teacher, placement supervisor, and parent (if the student is under 18 years of age). Through the WEA, students are covered by WSIB (Workplace Safety Insurance Board) while at their placements. In addition, parents or students 18 or older may consider purchasing their own insurance.

## **6. What if the student doesn't like his or her placement?**

Prior to attending the placements, all students are interviewed by the co-op teacher in order to match students to placements. In addition, students attend approximately three weeks of pre-placement classes in order to prepare for their placement. Students who positively participate, communicate with co-workers; demonstrate on-going initiative and enthusiasm will be most successful in this partnership experience. When students sign the Work Education Agreement, they are making a commitment to this placement. It is very rare for students to be relocated. The co-op teacher will assist wherever possible to maximize learning and personal growth.

## **7. Can a student be removed from the placement?**

If the student is not adjusting well to placement expectations, the employer has the right to dismiss the student. The aim is to give students a realistic work experience and help them understand what it takes to get and keep a job. The Co-operative Education program is providing students an opportunity to learn and grow while trying to meet realistic employment opportunities as experienced by all new employees.

## **8. What is expected from placement supervisors?**

Employers are expected to provide a realistic view of workplace expectations and offer guidance for educational growth. Workplace employees will demonstrate the attitudes and skills required of a successful and responsible employee in a safe and healthy environment. Employers will sign Ministry documents, complete Performance Appraisals, offer a learning environment, which includes job-specific health and safety training, and work in partnership with the co-op teacher to outline work expectations.

#### 9. Who ensures student safety?

The Co-op teacher is expected to provide general safety awareness training during pre-placement sessions. The employer should provide specific safety orientation and ongoing training. Students have the responsibility to wear personal protective equipment at all times, follow workplace guidelines and practices, and report any injuries or hazards.

#### 10. Where are co-op programs offered? How do I find out more?

All Ontario school boards offer co-op programs. For more information contact your school principal or the Student Success Leader at your school board. More detailed information about Cooperative Education can be found at [ontario.ca/studentsuccess](https://ontario.ca/studentsuccess). If you are interested in partnering with a local High School Co-op Department, please coordinate with your HR Partner.



## Attachment 2

### Staff positions

Members can hire part-time staff in any combination from the following two staff positions and subject to operating budget. These positions will report to the Council's Executive Assistant and the Member of Council:

Part-time Administrative Assistant	\$18.00/hour (supervised) \$20.00/hour (unsupervised)
Councillor's Aide (summer student)	\$13.50/hour

#### Job Description for Part-Time Council Administrative Assistant Fixed Term Contract Position

1. Assists the Executive Assistants in managing day-to-day administration, including scheduling and resolving calendar conflicts, including reception, telephone answering and dealing with enquiries, writing correspondence and reports, photocopying.
2. Monitors incoming e-mail and phone messages ensuring that issues of priority are dealt with in a timely manner. Responds to or forwards enquiries to ensure immediate resolution.
3. Review, sort and distribute incoming and out-going mail as required.
4. Prepares drafts of various documents, correspondence, letters, memorandums, as directed.
5. Assists with the maintenance and record keeping of general files, including electronic files and record keeping.
6. Responsible for ensuring compliance with the Occupational Health and Safety Act and Regulations and the corporate Occupational Health and Safety Policy and related procedures.
7. Performs other related duties as assigned, that are in accordance with job responsibilities or necessary corporate objectives as required.

#### Job Description for Councillor's Aide – Fixed Term Contract Position

1. Responsible for clerical and other duties as assigned by the Councillor or Executive Assistant
2. Answers phone and refers to other members of the Councillor's staff as required.
3. Photocopying and distribution of materials to the community.
4. Assists with filing in the office.
5. Stocks office supplies for the Council Office.
6. Assists with community events, social media etc.
7. Undertakes special assignments as requested by the Councillor.