

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 21, 2017**

Item 5, Report No. 10, of the Finance, Administration and Audit Committee, which was adopted without amendment by the Council of the City of Vaughan on November 21, 2017.

#### **5 RECRUITMENT POLICY REVIEW TASK FORCE**

The Finance, Administration and Audit Committee recommends:

- 1) That the recommendation contained in the following report of the City Clerk, dated November 6, 2017, be approved, subject to amending the Membership in the Terms of Reference to reflect that the Task Force be comprised of four (4) Members of Council; and
- 2) That the membership be composed of the following Members of Council:
  1. Regional Councillor Mario Ferri
  2. Councillor Marilyn Iafrate
  3. Councillor Rosanna DeFrancesca; and
  4. Councillor Sandra Yeung Racco.

#### **Recommendation**

The City Clerk, in consultation with the Chief Human Resources Officer, recommends:

- 1) That the attached Terms of Reference for the Recruitment Policy Review Task Force be approved.

#### **Contribution to Sustainability**

Green Directions Vaughan embraces a *Sustainability First* principle and states that sustainability means we make decisions and take actions that ensure a healthy environment, vibrant communities and economic vitality for current and future generations.

#### **Economic Impact**

There is no economic impact associated with the approval of the recommendation in this report.

#### **Communications Plan**

A copy of this report will be available to the public in printed form and on the City's website.

#### **Purpose**

The purpose of this report is to seek Council approval of a Terms of Reference for the Recruitment Policy Review Task Force.

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

At its meeting on September 26, 2017, Council adopted Item 11, Report No. 8 of the Finance, Administration and Audit Committee meeting titled 'New Business – Establishing a Task Force to Review the Recruitment Policy' and in so doing, approved the following:

That staff report back to a future Committee meeting on the establishment of a Task Force to review the Recruitment Policy.

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#### **Item 5, Finance Report No. 10 – Page 2**

The recommendation for a Task Force resulted from deliberations of the Council Expenditure and Code of Conduct Task Force which identified a requirement to define the role of Council in the recruitment process of senior staff.

Staff have prepared draft Terms of Reference for Council's consideration which set out a mandate, proposed membership, staff resources and reporting timelines for the Task Force.

#### **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:

- Service Excellence Strategic Initiatives - Citizen Experience and Service Delivery, Citizens Engaged in Decision Making.

#### **Regional Implications**

There are no Regional implications associated with this report.

#### **Conclusion**

The City Clerk is recommending that Council approve the attached Terms of Reference for the Recruitment Policy Review Task Force.

#### **Attachments**

1 – Draft Terms of Reference for the Recruitment Policy Review Task Force

#### **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.)

**RECRUITMENT POLICY REVIEW TASK FORCE**

**Recommendation**

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Adelina Bellisario  
Council / Committee Administrator

Respectfully submitted,

Barbara A. McEwan  
City Clerk

## **RECRUITMENT POLICY REVIEW TASK FORCE TERMS OF REFERENCE**

### **Mandate / Objectives**

- 1) The Recruitment Policy Review Task Force is a sub-committee of the Finance, Administration and Audit Committee.
- 2) The Recruitment Policy Review Task Force will review the Recruitment Policy to clarify and define the role of Council in the recruitment process of senior staff and report its findings to the Finance, Administration and Audit Committee by June 2018.

### **Term**

The Recruitment Policy Review Task Force shall submit a report of its findings and recommendation by June 2018.

### **Membership**

The membership shall be composed of the following three (3) Members of Council:

- 1.
- 2.
- 3.

### **Meeting Procedures**

The proceedings of the Recruitment Policy Review Task Force are to be governed by the City's Procedural By-law.

### **Agendas and Reporting**

Agendas shall be prepared by the Office of the City Clerk in consultation with the Committee Chair. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting, or as soon as practicable.

After each meeting of the Committee, the City Clerk shall submit a report in the City's committee report format to the Finance, Administration and Audit Committee.

### **Meetings**

Meeting dates will be determined at the first meeting of the committee. The committee may meet on the schedule determined, or at the call of the Chair.

Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

### **Notice of Meetings**

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

### **Quorum**

The majority of members, including the Chair, shall constitute quorum.

## **Staff Resources**

The role of staff is to act as a resource to the Recruitment Policy Review Task Force, but not to be members of the committee, or to deliberate or draft the findings of the committee. The following Staff will provide advisory and technical support specific to the mandate and objectives of the committee:

- Chief Human Resource Officer
- City Clerk
- City Solicitor
- Chief Financial Officer and City Treasurer

In addition, the Integrity Commissioner and the Director of Internal Audit will be invited to participate at meetings.

The Office of the City Clerk will be responsible for agenda production and distribution, the giving of procedural advice, and the recording of the proceedings of the Recruitment Policy Review Task Force.

## **Authority**

The Recruitment Policy Review Task Force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council. The committee may not direct staff to undertake activities without authority from Council.

## **Amendment / Expansion of Terms of Reference**

Only Council can initiate any amendment and/or expansion of the Terms of Reference.

The Terms of Reference for the Task Force were established by Council's adoption of Item 11, 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.