

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 1, Report No. 15, of the Finance and Administration Committee, which was adopted without amendment by the Council of the City of Vaughan on December 10, 2013.

1 RECOGNITION GIFTS FOR FORMER MEMBERS OF COUNCIL

The Finance and Administration Committee recommends:

- 1) That Section 2) of Policy 01.31 providing for recognition of former Members of Council be amended to provide departing Members of Council with a plaque or a certificate recognizing their term of service; and**
- 2) That the report of the Commissioner of Strategic & Corporate Services and the Commissioner of Legal and Administrative Services and City Solicitor, dated November 18, 2013, be received.**

Recommendation

The Commissioner of Strategic & Corporate Services and the Commissioner of Legal and Administrative Services and City Solicitor in consultation with the City Clerk and the Director of Human Resources recommend:

1. That the City cease the practice of providing gifts to departing Members of Council, and that Policy 01.31 be amended accordingly.
2. That Policy 01.31 be amended so that it applies to current Members of Council and that only the service recognition section be applicable to current serving Members of Council.

Contribution to Sustainability

Not applicable

Economic Impact

The economic impact associated with this report is minimal.

Communications Plan

Not applicable

Purpose

To respond to a Council directive regarding a review of the existing policy to recognize former members of Council for their years of service and to provide recommendations.

Background Analysis and Options

Policy 01.31 – Recognition of Former Members of Council

In 2006 Council adopted Policy 01.31 directing that the Employee Recognition Policy 05.05.16 apply to Members of Council and that departing members of Council receive a gift based on their service on Council within three months of their departure.

The first component of Policy 01.31 refers to the Employee Recognition Policy 05.05.16 which addresses performance recognition, retirement recognition and service recognition also known as long service awards program - where staff and members of council are recognized for the duration of their public service in specific time increments such as 5, 10, 15, 20, 25 and 30 or plus years of service.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 1, Finance Report No. 15 – Page 2

The second part of Policy 01.31 provides that former members of Council be recognized as follows:

1. One full term of Council – engraved plaque recognizing term of service
2. Two full terms of Council – plaque and a silver desk clock
3. Three full terms of Council – plaque and a Mont Blanc pen
4. Four or more full terms of Council – plaque and an engraved Swiss watch (male/female)

At a Committee of the Whole Meeting in March 22, 2011, a Member's Resolution was approved directing staff to provide a report to Council prior to any other action being taken under the policy noting the current economic challenges faced by its residents.

In August 2013, a survey was conducted of the City's comparator municipalities to review current practices as compared to the City of Vaughan.

A summary of the findings are noted in the table below:

Municipality	Service Recognition for current members of Council	Award / Gift for Departing Members of Council
Town of Oakville	No	No
City of Brampton	No	No
City of Mississauga	Yes	No
Region of York	Yes	No
Town of Richmond Hill	No	No
Town of Markham	Yes	Yes
City of Vaughan	Yes	Yes

Noting the findings on the above noted survey collected from the City's comparator municipalities staff recommends the first component of Policy 01.31 be updated so that Policy 05.05.16 apply to Members of Council only as it relates to service recognition. The sections of Policy 05.05.16 which refer to performance recognition and retirement recognition do not apply to Members of Council.

However, the second component of Policy 01.31 – providing gifts to departed members of Council – could be eliminated noting that it is not common practice with our comparator municipalities. This change will ensure that Vaughan's Council Recognition Policy is consistent with our comparator municipalities.

Relationship to Vaughan Vision 2020

This report is consistent with organizational excellence and ensuring financial sustainability of the City's resources. This report is consistent with the priorities previously set by Council.

Regional Implications

No Implications

Conclusion

The City of Vaughan recognizes and values its Members of Council appropriately and consistently with its comparator municipalities. The recommendations in this report will ensure that Vaughan continues to maintain consistency with its comparator municipalities.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF DECEMBER 10, 2013

Item 1, Finance Report No. 15 – Page 3

Attachments

1. Current Policy No. 01.31, Recognition of Former Members of Council
2. Current Policy No. 05.05.16, Employee Recognition Policy

Report prepared by:

Demetre Rigakos, Director of Human Resources

(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.)

FINANCE & ADMINISTRATION COMMITTEE – NOVEMBER 18, 2013

RECOGNITION GIFTS FOR FORMER MEMBERS OF COUNCIL

Recommendation

The Commissioner of Strategic & Corporate Services and the Commissioner of Legal and Administrative Services and City Solicitor in consultation with the City Clerk and the Director of Human Resources recommend:

1. That the City cease the practice of providing gifts to departing Members of Council, and that Policy 01.31 be amended accordingly.
2. That Policy 01.31 be amended so that it applies to current Members of Council and that only the service recognition section be applicable to current serving Members of Council.

Contribution to Sustainability

Not applicable

Economic Impact

The economic impact associated with this report is minimal.

Communications Plan

Not applicable

Purpose

To respond to a Council directive regarding a review of the existing policy to recognize former members of Council for their years of service and to provide recommendations.

Background Analysis and Options

Policy 01.31 – Recognition of Former Members of Council

In 2006 Council adopted Policy 01.31 directing that the Employee Recognition Policy 05.05.16 apply to Members of Council and that departing members of Council receive a gift based on their service on Council within three months of their departure.

The first component of Policy 01.31 refers to the Employee Recognition Policy 05.05.16 which addresses performance recognition, retirement recognition and service recognition also known as long service awards program - where staff and members of council are recognized for the duration of their public service in specific time increments such as 5, 10, 15, 20, 25 and 30 or plus years of service.

The second part of Policy 01.31 provides that former members of Council be recognized as follows:

1. One full term of Council – engraved plaque recognizing term of service
2. Two full terms of Council – plaque and a silver desk clock
3. Three full terms of Council – plaque and a Mont Blanc pen
4. Four or more full terms of Council – plaque and an engraved Swiss watch (male/female)

At a Committee of the Whole Meeting in March 22, 2011, a Member's Resolution was approved directing staff to provide a report to Council prior to any other action being taken under the policy noting the current economic challenges faced by its residents.

In August 2013, a survey was conducted of the City's comparator municipalities to review current practices as compared to the City of Vaughan.

A summary of the findings are noted in the table below:

Municipality	Service Recognition for current members of Council	Award / Gift for Departing Members of Council
Town of Oakville	No	No
City of Brampton	No	No
City of Mississauga	Yes	No
Region of York	Yes	No
Town of Richmond Hill	No	No
Town of Markham	Yes	Yes
City of Vaughan	Yes	Yes

Noting the findings on the above noted survey collected from the City's comparator municipalities staff recommends the first component of Policy 01.31 be updated so that Policy 05.05.16 apply to Members of Council only as it relates to service recognition. The sections of Policy 05.05.16 which refer to performance recognition and retirement recognition do not apply to Members of Council.

However, the second component of Policy 01.31 – providing gifts to departed members of Council – could be eliminated noting that it is not common practice with our comparator municipalities. This change will ensure that Vaughan's Council Recognition Policy is consistent with our comparator municipalities.

Relationship to Vaughan Vision 2020

This report is consistent with organizational excellence and ensuring financial sustainability of the City's resources. This report is consistent with the priorities previously set by Council.

Regional Implications

No Implications

Conclusion

The City of Vaughan recognizes and values its Members of Council appropriately and consistently with its comparator municipalities. The recommendations in this report will ensure that Vaughan continues to maintain consistency with its comparator municipalities.

Attachments

1. Current Policy No. 01.31, Recognition of Former Members of Council
2. Current Policy No. 05.05.16, Employee Recognition Policy

Report prepared by:

Demetre Rigakos, Director of Human Resources

Respectfully submitted,

MaryLee Farrugia
Commissioner of Legal & Administrative Services & City Solicitor

Joseph Pittari
Commissioner of Strategic and Corporate Services

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: COUNCIL	POLICY NO.: 01.31
CNL: 06.04.18(25/21)	
DEPARTMENT: MAYOR & MEMBERS OF COUNCIL	SUBJECT: RECOGNITION OF FORMER MEMBERS OF COUNCIL

Council resolved:

- 1) That the Employee Recognition Policy apply to Members of Council; and
- 2) That former Members of Council be recognized within 3 months of their departure from their position (in accordance with the following policy).

Presentation of the following for:

1. One full term of Council – engraved plaque recognizing term of service
2. Two full terms of Council – plaque and a silver desk clock
3. Three full terms of Council – plaque and a Mont Blanc pen
4. Four or more full terms of Council – plaque and an engraved Swiss watch (male/female)

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: LEGAL AND ADMINISTRATIVE SERVICES	POLICY NO.: 05.5.16
CNL: 07.11.26 (55/9)	
DEPARTMENT: HUMAN RESOURCES	SUBJECT: EMPLOYEE RECOGNITION POLICY

PURPOSE:

To establish methods of recognition to ensure that the City of Vaughan's most valuable resources, the employees, are recognized and thanked for their achievements and their exceptional service.

Recognition means honouring, encouraging, and supporting both individuals and teams who contribute through their behaviour and their actions, to the success of the Corporation. These awards reinforce how important an employee's contribution is to the overall growth and success of our corporation.

APPLICATION:

This policy applies to all permanent employees of the Corporation.

DEFINITIONS:

Retirement: Someone who has retired from the City of Vaughan and is in receipt of OMERS pension benefits.

Service: Measured in years of continuous permanent service with the City of Vaughan

Year: One year shall be equal to 1820 hours (2040 hours for hourly positions)

PROGRAM:

It is important to include a mix of recognition activities and award programs that will target different goals and different types of contribution.

Performance Recognition

- 1.1 Recognition programs should include non-monetary rewards such as positive feedback from a Supervisor or Commissioner, City Manager or Council.
- 1.2 Recognition programs should include spontaneous activities as well as informal and formal awards so that the appropriate recognition may be given in a timely manner.
- 1.3 Awards shall celebrate excellence on an individual as well as a team level.
- 1.4 The City of Vaughan will have a variety of different methods for recognizing employees contributions through the establishment and maintenance of a recognition program approved through Council.

**CITY OF VAUGHAN
POLICY MANUAL**

SECTION: LEGAL AND ADMINISTRATIVE SERVICES	POLICY NO.: 05.5.16
CNL: 07.11.26 (55/9)	
DEPARTMENT: HUMAN RESOURCES	SUBJECT: EMPLOYEE RECOGNITION POLICY

Retirement Recognition

- 2.1 Employees will receive a certificate signed by the Mayor acknowledging their years of service. The employee will receive a gift related to their years of service, as well as a City of Vaughan Pen and Pencil set.
- 2.3 The presentation of the retirement gifts is by choice of the employee.
- 2.4 The gifts can be presented by the Mayor at a Council meeting or through a departmental presentation by the Mayor, City Manager, Commissioner and/or the Director.

Service Recognition

- 3.1 Service recognition reinforces continuity through an employee's length of service and how it contributes to the overall growth and success of our corporation.
- 3.2 Starting with an employee's 5th Anniversary and continuing every five years thereafter, employees will receive an award for their years of service.
- 3.3 All awards are accompanied by a Certificate signed by the Mayor.
- 3.4 Gifts representing the service award will be chosen from a catalogue by the individual employee prior to the Awards Presentation.