

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 1, Report No. 12, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on March 31, 2008.

1

DRINKING WATER UPDATE
SAFE DRINKING WATER ACT COMPLIANCE

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Engineering and Public Works, dated February 26, 2008, be approved;**
- 2) That staff report on opportunities to consolidate staffing to respond to new provincial legislation and requirements that are becoming prevalent in our governance in an effort to be more cost-efficient and more proactive to affect proposed legislation in a positive manner;**
- 3) That the presentation material entitled “Summary of DWQMS Requirements & Implementation Status, Drinking Water Quality Management System”, dated February 26, 2008, submitted by BRI International Inc., be received; and**
- 4) That the deputation of Mr. Richard Lorello, 235 Treelawn Boulevard, Kleinburg, L0J 1C0, be received.**

Recommendation

The Commissioner of Engineering and Public Works recommends that:

1. For the purpose of the Operational Plan, “Corporate Top Management” be defined as the City Manager, the Deputy City Manager, the Commissioner of Engineering & Public Works, the Director of Public Works, the Director of Engineering Services, and the Director of Development/ Transportation Engineering;
2. For the purpose of the Operational Plan, “Operational Top Management” be defined as the Director of Public Works, the Manager of Environmental and Technical Services, the Supervisor of Water and the Supervisor of Compliance and Training; and,
3. The presentation by BRI International be received.

Economic Impact

There is no direct economic impact as a result of the recommendations contained in this report; however, there will be additional costs related to the lead sampling and testing requirements. These will be included in the 2008 Water Budget submission.

Communications Plan

The City’s Drinking Water Quality Management Standard will form the basis for the operation of the City’s water distribution system. Once finalized and approved, information will be posted on the City’s web site.

Advertisements for the new lead testing program have been placed in the local newspapers and on mobile signs, asking for residents and business owners to participate in this program. Information about this program has also been posted on the City’s web site.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 1, CW(W/S) Report No. 12 – Page 2

Purpose

To update Council with respect to amendments to the Safe Drinking Water Act, and advise as to the City's steps to ensure compliance with these requirements.

Background - Analysis and Options

A. Drinking Water Quality Management Standard

As reported previously to Council in December of 2007, the Ministry of the Environment (MOE) requires that the City develop a Drinking Water Quality Management Standard (DWQMS) to obtain accreditation as the Operating Authority under the Safe Drinking Water Act (2002) by January 1, 2009.

In October 2004, the Ministry of Environment issued its first draft of the Drinking Water Quality Management Standard (DWQMS). The final version of the standard was released on October of 2007 and is covered under Ontario Regulation 188/07.

The DWQMS is based on the ISO series of standards, and forms part of the municipal licensing program implemented by the province. The DWQMS requires a drinking water system owner to identify roles and responsibilities at all levels of the organization that may have input into the operation of the drinking water system.

For the past few months, BRI have conducted interviews with various City staff from a number of departments as part of a gap analysis. The purpose of the gap analysis was to determine what the City has in place already to enable it to conform to the new requirements. The gap analysis indicated that the City was already meeting approximately 35% of the new requirements that will come into effect in January, 2009. This percentage is similar to other municipalities in Ontario. Since the gap analysis was performed, BRI has been working with staff from the various departments to gather the necessary information to develop the required standards.

In accordance with Regulation 188/07, the City of Vaughan must submit Operational Plans to the MOE, and have a third party audit and accreditation by January 1, 2009. The MOE has issued a document that details the different options for third party registration for municipal drinking water system owners and operating authorities.

There are 3 options for accreditation. These include Limited Scope – Partial DWQMS, Limited scope – Entire DWQMS, and Full Scope.

The Limited Scope – Partial DWQMS requires that only 12 of the 21 elements of the DWQMS be implemented, and a tabletop audit by the accreditation body will occur upon submission of the Operational Plans. The Full Scope of the DWQMS must be submitted within 12 months of the Limited Scope accreditation, and an on-site audit would be conducted at that time.

The Limited Scope – Entire DWQMS requires that only 20 of the required elements be implemented, and similar to above, a tabletop audit would occur with submission of the Operational Plan. The Full Scope of the DWQMS would be required within 12 months of the Limited Scope Accreditation, and an on-site audit would be conducted at that time.

The Full Scope option requires that all 21 elements of the DWQMS be implemented, and an on-site audit be completed by the accreditation body at the time of the submission of the Operational Plans. The Limited Scope options are only available for the initial accreditation, and cannot be used for re-registration of the audits. The City is pursuing the Full Scope option.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 1, CW(WS) Report No. 12 – Page 3

The Owner of the water system is the Corporation of the City of Vaughan and Council, with Council acting on behalf of the Corporation. The “Standard of Care” Provisions in the *Safe Drinking Water Act* would apply to Owner/Council and Top Management. In relation to drinking water, it requires they exercise a level of care, diligence and skill that a reasonably prudent person would be expected to exercise in a similar situation. DWQMS provides Council and Top Management with tools to continually assess the City’s drinking water systems and to help ensure “Standard of Care” Provisions are met. Part of the Owner’s role is to:

- Create formal Council resolutions as required
- Implement a QMS in accordance with the DWQMS
- Receive and review regular update reports from Senior Management
- Ensure the system is being operated by an Accredited Operating Authority
- Ensure compliance with the Terms and Conditions of the License and its components

As part of the Operation Plan, certain levels of management are outlined. For the purposes of the Operational Plan, it is recommended that the following definitions appear to define Top Management:

“*Corporate Top Management*” be defined as the City Manager, the Deputy City Manager, the Commissioner of Engineering and Public Works, the Director of Public Works, the Director of Engineering Services, and the Director of Development/Transportation Engineering. Corporate Top Management must meet once annually and review the report from the Operational Top management with respect to the suitability, adequacy, and effectiveness of the DWQMS.

“*Operational Top Management*” be defined as the Director of Public Works, the Manager of Environmental and Technical Services, the Supervisor of Water and the Supervisor of Compliance and Training. This group must meet at least twice annually and provide decisions on the operation, suitability, adequacy and effectiveness of the DWQMS. The Director of Public Works will act as the agent for the Corporate Top Management, and act as a liaison between the Corporate Top Management and the Operational Top Management.

B. Mandatory Lead Testing Program

In July 2007, the Ontario Government revised Regulation 170/03 for Drinking Water Systems to mandate the testing of drinking water at private taps within buildings, and additional testing on the municipal water system.

The government developed this Lead Testing Program to address the concern of lead in drinking water. The source of the lead can be from many sources including: municipal lead service connections, lead plumbing, brass fixtures, and lead soldered joints in copper plumbing. The City replaced the last of the municipal lead service connections in the early 1990’s.

The remaining sources of lead in drinking water are from lead plumbing, brass fixtures and lead soldered joints in copper plumbing. These sources are all components of a private plumbing system.

Starting December 15, 2007, all municipalities in Ontario are required to initiate a water sampling and testing program in private homes, Industrial/Commercial/Institutional (ICI) establishments, and the municipal water system, to detect the presence of lead in the drinking water.

To facilitate testing in private residences and Industrial/Commercial/Institutional (ICI) establishments, the City of Vaughan requires the cooperation of owners willing to allow City staff into their premises to obtain water samples. The Regulation requires that samples be taken from the faucet that is most frequently used as the source of drinking water, and by-pass any filters, softeners and other devices.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 1, CW(WS) Report No. 12 – Page 4

In accordance with the Regulation, samples are taken twice per year from each location during the periods of December 15/07 to April 15/08 and June 15/08 to October 15/08. The focus of the program are buildings constructed earlier than 1991, when lead in solder was still in use.

In accordance with the MOE requirements, the City is required to obtain 100 sample locations from the Vaughan water system, and 40 from the Kleinburg system. Each location may require up to one hour to complete the procedures in accordance with the MOE's requirements. The testing must be done twice per year.

The City has advertised for volunteer sampling locations from both businesses and residents. Advertisements have been placed in the local newspapers, and mobile signs have been used as well. Information about this program is also available on the City's web site.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council and ties specifically to the following Vaughan Vision objectives:

- Pursue Excellence in Service Delivery
- Enhance and Ensure Community safety, Health & Wellness
- Maintain Assets & Infrastructure
- Plan and Manage Growth & Economic Vitality
- Ensure Financial Sustainability
- Support the Professional Development of Staff

Regional Implications

As has been noted in previous reports, the Region must also develop similar plans for their drinking water systems. BRI Inc. is the City's consultant on this project, and they are also working with a number of other area municipalities and the Region in the development of these plans. Although each owner must develop their own plans, staff of the area municipalities and the Region meet regularly to discuss drinking water and DWQMS related issues

Conclusion

The Act requires the City to define Top Management as it related to its drinking water system. The definitions contained in the recommendations will meet the needs of the City and its Operational Plan.

In accordance with the MOE's Regulations, the City is mandated to provide lead testing to 140 business and residential locations across the City. As a result, there will be additional costs for sampling and testing. These costs will be included in the 2008 Water Budget submission.

Attachments

N/A

Report prepared by:

Brian T. Anthony,

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 2, Report No. 12, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on March 31, 2008, as follows:

By receiving the written submission from Mr. Joe Chimenti, dated February 26, 2008.

2

PIERRE BERTON DISCOVERY CENTRE

(Referred from the Committee of the Whole (Working Session) meeting of February 12, 2008)

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Commissioner of Community Services, dated February 12, 2008, be approved;
- 2) That a public meeting be held to provide further public participation at the earliest opportunity by the Steering Committee;
- 3) That the meeting preferably be held in the Kleinburg area;
- 4) That the presentation material entitled "Draft Report - The Pierre Berton Discovery Centre", dated February 2008, submitted by Mr. Peter Berton, Chair of the Berton Artifacts and Memorabilia Steering Committee, and aerial site map, be received;
- 5) That the following deputations be received:
 - a) Mr. Richard Lorello, 235 Treelawn Boulevard, Kleinburg, L0J 1C0;
 - b) Mr. Michael Menecola, 143 Weaver Court, Kleinburg, L0J 1C0; and
 - c) Mr. Adriano Volpentesta, 182 Monte Carlo Drive, Woodbridge, L4M 1R3; and
- 6) That the written submission of Ms. Lea-Anne Barker, 158 Treelawn Boulevard, Kleinburg, L0J 1C0, dated February 25, 2008, be received.

Recommendation

Committee of the Whole (Working Session), at its meeting of February 12, 2008, recommended the following:

- 1) That this matter be referred to the Committee of the Whole (Working Session) meeting of February 26, 2008; and
- 2) That the correspondence of Ms. Tracey Kent, 50 Weaver Court, POB 856, Kleinburg, L0J 1C0, dated February 9, 2008, be received. (Attachment 2)

Report of the Commissioner of Community Services, dated February 12, 2008.

Recommendation

The Commissioner of Community Services recommends:

1. That the presentation on the proposed Pierre Berton Discovery Centre, be received.

Economic Impact

There are capital and operating costs associated with the construction and operation of the proposed Pierre Berton Discovery Centre. All final costs to the City may be ascertained once variables such as funding and governance matters are determined on the project.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 2, CW(WS) Report No. 12 – Page 2

Communications Plan

The Pierre Berton Artifacts and Memorabilia Steering Committee will be apprised of any resolution passed by Council on this item.

Purpose

The Chair of the Pierre Berton Artifacts and Memorabilia Steering Committee will present to Council a presentation on the proposed Pierre Berton “Discovery Centre”. The presentation includes the culmination of work to date by the Steering Committee in accomplishing its directive from Council. The Steering Committee was appointed by Council to determine an appropriate location, facility, operation and governance model and funding sources for the Centre.

Background - Analysis and Options

On January 23, 2006, Council approved the appointment of the Pierre Berton Artifacts and Memorabilia Steering Committee to examine the opportunities for preserving artifacts from the life of the late Mr. Pierre Berton at a location in Kleinburg. The artifacts are to be donated to the City by the Berton family. The Council appointed Committee includes members of the Berton family, the Mayor, the Ward 1 Councillor, members of the Kleinburg community and City staff.

The Steering Committee’s objectives include determining an appropriate location, facility, operation and governance model and funding sources for the Centre. The goals and objectives of the Committee are as follows:

Steering Committee’s Goals & Objectives:

1. To create a place to house artifacts (awards, honorary degrees, desk, books, photos and other memorabilia) collected by Mr. Berton during his 55 years of residence in Kleinburg;
2. To assist in the enhancement of visiting Kleinburg and develop a centre that would attract local tourism;
3. To provide a place where school children and the public can become acquainted with one of Vaughan’s most prominent citizens and obtain an appreciation of his contribution to the understanding of Canadian history;
4. To showcase some of the Canadian historical events, people and places he wrote about in his books and articles during the span of his career; and,
5. To showcase his contribution to the evolution of Canadian media, journalism and television.

Objectives:

1. Determine an appropriate location/facility to establish and use for the purpose of preserving, displaying, and interpreting the “Pierre Berton Collection” (hereafter referred to as Centre);
2. Determine a proposed operation and governance model to adopt for the proposed Centre;
3. Investigate possible funding sources to sustain the Centre and determine how the Centre will be sustained and funded in the long-term; and,

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 2, CW(WS) Report No. 12 – Page 3

4. Prepare a final report for Council's review that outlines findings and recommendations as it relates to the establishment of the Centre as mandated by the Committee.

In June 2006, Council approved securing 1.5 million dollars towards the capital construction of any future Centre. Additionally, in September 2006, Council allocated funds to undertake a study of the various sites and options for the proposed Centre. The study's scope included the development of a master plan, including options for site layout and design of the Centre.

Over the last two years, the Steering Committee has met with a number of Kleinburg community stakeholders including the McMichael, the Kleinburg Business Improvement Association, and Kleinburg Area Ratepayers association to present the concept of the Centre, gain feedback/support and to determine an appropriate location in Kleinburg to house the Centre. It held a charette in September 2007 to gain insight on the possible vision/scope for the Centre and has consulted various industry specialists to determine how best to market and position the Centre.

The culmination of work by the Steering Committee has resulted in a professional video presentation on the proposed Centre and a draft report that identifies the mission, character, range, depth, site and facility location and plan, governance models, programming options, capital and operating costs and potential revenue sources. This presentation and report is presented to Council for review by the Steering Committee.

Summary of Draft Report on the Pierre Berton Discovery Centre

Scope/Vision:

The Discovery Centre will bring to life Canadian history through interactive exhibits dedicated to Pierre Berton's writings and television shows.

The Discovery Centre will contribute to Kleinburg and Vaughan as a cultural and community centre. This facility and the McMichael Gallery will be two nationally significant cultural centres acting as a tourism anchors to Kleinburg. The Discovery Centre will highlight the immigrant contribution to the building of Canada since 1812 and recognize the role of the First Nations community in Canadian history. The existence of a third major cultural attraction, the Kortright Centre, will have three leading attractions dedicated to Canadian Art, History and Ecology/Environment.

Facility and Location:

The location of the Centre is proposed for the Old Fire Hall site in Kleinburg at Islington Avenue and Treelawn Boulevard with a size of 8000 sq feet/2438.4 sq metres including a 2000 sq foot basement storage area. The Discovery Centre and the McMichael Gallery will represent two cultural anchors at either end of Kleinburg, providing opportunities for tourism traffic between both locations.

Capital/Operating Costs:

The estimated capital cost is \$4,983,000 in April 2009 dollars and an estimated annual operating budget of \$375,000. Municipal annual operating funding is projected at \$200,000. Revenue sources for the Centre include entrance fees, school/community programming and sponsorship.

Market/Audience:

Market research indicates the centre will reach a wide market extending from York to GTA, Peel, .../4

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 2, CW(WS) Report No. 12 – Page 4

Durham and Halton. Primary visitation components include elementary and high schools students, seniors, families and visitors. There are co-marketing opportunities available with local attractions such as the McMichael, the Kortright Centre and Wonderland.

Next Steps:

The next steps needed to continue with the project include seeking Council approval, determining a governance model, establishing a fundraising committee, developing a design and working drawings for the centre and a call for tenders. The overall goal being proposed is to open the Centre in March 2010.

Relationship to Vaughan Vision 2020

Vaughan Vision 2020 identifies as a strategic priority, the objective of providing service excellence to Vaughan citizens by preserving Vaughan's heritage and culture.

This report is consistent with the priorities previously set by Council, however, the necessary resources to undertake the entire scope of this initiative has not been allocated and approved.

Regional Implications

There are no Regional implications with regard to this matter.

Conclusion

The presentation and report by the Pierre Berton Artifacts and Memorabilia Steering Committee provides Council with the work completed by the Committee to date and represents the scope, vision, location, and costs associated with the construction of a Pierre Berton Discovery Centre in Kleinburg. Council's direction and input on the project is needed at this time to further develop and proceed in the final steps towards establishing the Pierre Berton Discovery Centre.

Attachments

1. Draft Report, Pierre Berton Discovery Centre, January 2008
2. Correspondence of Ms. Tracey Kent, dated February 9, 2008,

Report Prepared By

Angela Palermo, Manager of Culture, ext. 8139

(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.)

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 3, Report No. 12, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on March 31, 2008, as follows:

By approving the recommendation contained in the report of the Deputy City Clerk, dated December 3, 2007.

3

**PROTOCOL FOR OFFICIAL BUSINESS INVITATIONS
AND MONITORING OFFICIAL BUSINESS INVITATIONS**

(Referred from the Committee of the Whole (Working Session) meeting of February 12, 2008)

The Committee of the Whole (Working Session) recommends that the following report of the Deputy City Clerk, dated December 3, 2007, be received.

Committee of the Whole (Working Session), at its meeting of February 12, 2008, recommended the following:

- 1) That this matter be referred to the Committee of the Whole (Working Session) meeting of February 26, 2008; and
- 2) That the memorandum of the Deputy City Clerk, dated February 8, 2008, be received. (Attachment 3)

(Referred from the Council meeting of December 10, 2007)

Council, at its meeting of December 10, 2007, adopted the following:

That this matter be referred to the Committee of the Whole (Working Session) meeting of February 12, 2008.

Recommendation of the Committee of the Whole meeting of December 3, 2007:

The Committee of the Whole recommends that this matter be deferred to a future Committee of the Whole (Working Session) meeting, and that staff provide the City of Toronto's protocol on dealing with official business invitations.

Report of the Deputy City Clerk, dated December 3, 2007.

Recommendation

The Deputy City Clerk, in consultation with the Commissioner of Legal and Administrative Services/City Solicitor, recommends:

1. That the attached Protocol for Official Business Invitations and Monitoring Official Business Invitations (Attachment 1), be approved.

Economic Impact

The economic impact is dependent on the volume of data processing required for this initiative. Clerk's staff are utilized to the maximum in the provision of secretariat services to Committee of the Whole, Council, Special Purpose Committees and the numerous and still growing Council appointed statutory and non-statutory advisory committees and task forces. Additional resources will be required if such data processing becomes unmanageable.

Communications Plan

Those identified would be provided with the Official Business Invitations document.

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 3, CW(WS) Report No. 12 – Page 2

Purpose

To respond to Council's directive to bring forward a draft protocol for the monitoring of invitations received by the Offices of the Mayor, City Manager, Clerk and the Senior Management Team and the implementation of a monthly reporting mechanism of pending and prior invitations.

Background - Analysis and Options

Council, at its meeting of November 26, 2007, adopted the following Committee of the Whole recommendation:

- 1) That the Deputy Clerk, in cooperation with the Mayor and City Manager, bring forward a draft protocol for the monitoring of invitations received by the Office of the Mayor, the Office of the City Manager, the Clerks Department or members of the Senior Management Team to attend official (i.e. other than social) events organized by departments or ministries of any other level of government, by associations comprised of representatives of local or other levels of government, or by agencies carrying on business with local or other levels of government;
- 2) That said draft protocol include arrangements for the reporting in advance of pending invitations, including the source of the invitation, the date of its receipt by the Clerks Department, the identity of the invitee, the date, place and time of the event and, subsequently, the identity of the individual who represented the City at the event, and failing such representation, the reason for such failure;
- 3) That the draft protocol be included as an addendum item to the agenda of the Committee of the Whole meeting of December 3, 2007;
- 4) That the draft protocol include a plan for the month end reporting of pending and prior invitations, such report to include the information specified in Clause 2 above; and
- 5) That the Toronto Star newspaper article, submitted by Councillor Carella, dated November 17, 2007, be received.

Official business invitations are received by mail, fax, email and at times by telephone. Invitations are received in the Mayor's office, City Manager's office and Clerk's office. Invitations are also sent to individual Councillors and Commissioners.

Staff have met with the Mayor's office and the City Manager's office and an outline is provided below of the current practice:

Current Practice - Mayor's Office

When the invitation is for the Mayor and Members of Council, the Mayor's office forwards the invitation to all Members of Council with a copy to their Executive Assistants.

If the invitation is for the Mayor to attend and she is unable to go, the Mayor's office checks with the organizer to see whether a representative could go on her behalf. If representatives are able to attend, the invitation is forwarded to the senior Regional and Local Councillor, and if she is unavailable the next most senior Regional and Local Councillor and if he is unavailable the other Regional and Local Councillor. In the event all three Regional Councillors cannot attend, the invitation is extended to the Ward Councillor who may have an interest in the event through a committee he/she is the Chair or Vice-Chair thereof or the Ward Councillor representing the Ward in which the event is being held. There are times, however, when a representative may not be requested by the organizer or the particular Members of Council asked are unable to attend.

Finding a representative to attend an event in the Mayor's stead when she is unable to go can at times be challenging as Members of Council have their own busy schedules. There are times when it is not possible to provide sufficient notice of upcoming events either due to invitations

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 3, CW(WS) Report No. 12 – Page 3

being received on short notice or last minute changes to the Mayor's schedule. The Mayor's office makes every effort to communicate invitations received in a timely manner to appropriate individuals.

If the invitation received in the Mayor's office pertains to a conference, summit, forum or other such event, it is forwarded to all Members of Council with a copy to their Executive Assistants.

Current Practice - City Manager's Office

Invitations for the Mayor and Members of Council received in the City Manager's office are forwarded to the Mayor and Members of Council and their Executive Assistants.

Invitations forwarded from the Mayor's office to the City Manager are reviewed by the City Manager and sent to the Deputy City Manager and appropriate Commissioner(s) depending on the nature of the event.

Current Practice - Clerk's Office

Invitations for elected officials and senior staff are forwarded to the Mayor and Members of Council and the Senior Management Team. Appropriate staff may also be copied if the nature of the event falls under their area of responsibility such as Communities in Bloom.

Protocol for Official Business Invitations and Monitoring Official Business Invitations (Attachment 1)

The protocol for official business invitations includes the types of invitations applicable and the protocol to be followed for the following:

1. Invitations addressed to elected officials.
2. Invitations for elected officials addressed to the City Manager/Deputy City Manager.
3. Invitations addressed to the Senior Management Team.
4. Invitations addressed to Commissioners.
5. Invitations for elected officials and/or senior staff addressed to the Clerk.
6. Process for monitoring official business invitations.

Attached to the protocol is an "Official Business Invitations Form" to be used by the office of the invitee(s) to provide the Clerk's office, within a reasonable time, the information outlined in the protocol under section 6, *Process for Monitoring Official Business Invitations*. The form will be placed on the VIBE under Clerk's Documents.

Attachment 2 is the proposed template that will be used for the Official Business Invitations document. The document will be a "living document" of pending and prior invitations and will be updated as information is received and/or changes occur. Creation of such a document would serve as the public record of events attended by elected officials and senior staff in a professional capacity as representatives of the City of Vaughan. A monthly report will be provided to Members of Council and the City Manager.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council.

Regional Implications

N/A

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF MARCH 31, 2008

Item 3, CW(WS) Report No. 12 – Page 4

Conclusion

Staff are proposing this initiative be implemented commencing January 1, 2008. This will provide the necessary time to communicate and roll out the protocol.

In response to Council's directive the attached Protocol for Official Business Invitations and Monitoring Official Business Invitations is attached for consideration, further recommendations and approval.

Attachments

1. Protocol for Official Business Invitations and Monitoring Official Business Invitations
2. Official Business Invitations Template
3. Memorandum of the Deputy City Clerk, dated February 8, 2008.

Report prepared by:

Sybil Fernandes, Deputy City Clerk

(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.)