

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF JULY 13, 2010

Item 1, Report No. 5, of the Audit and Operational Review Committee, which was adopted as amended, by the Council of the City of Vaughan on July 13, 2010, as follows:

By approving the confidential recommendation of the Closed Session meeting of July 13, 2010.

1 **CORPORATE EVENTS FUNCTION**

The Audit and Operational Review Committee recommends:

- 1) That the responsibility of Special Events functions be transferred to Community Services;
- 2) That appropriate staff be re-assigned from the Corporate Communications Department;
- 3) That staff report back to the Audit and Operational Review Committee, if required, outlining the implementation of the subject transfer;
- 4) That the Corporate Communications Department focus on the City's corporate image and promotion as originally intended;
- 5) That the corporate structure review be initiated with an outside consultant hired to work with the City Manager, Members of Council and the Senior Management Team and a report be brought back to the Audit and Operational Review Committee;
- 6) That any additional resources required be addressed through the Budget Committee; and
- 7) That the following report of the City Manager and the Director of Corporate Communications, dated July 5, 2010, be received.

Recommendation

The City Manager and the Director of Corporate Communications, in consultation with the Commissioner of Community Services and the Director of Corporate Communications and the Director of Recreation & Cultural Services recommend:

That the Action Steps as noted in the following report be approved.

Contribution to Sustainability

Not applicable.

Economic Impact

There is no economic impact or budget impact as a result of this report.

Communications Plan

A communications plan is not applicable.

Purpose

The purpose of the report is to provide Council with some background regarding a review of the Corporate Events Function.

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Background - Analysis and Options

In late 2009 Council asked staff to review the functions and reporting structure of the Corporate Communications Department, particularly the Corporate Events Function and report to the Audit & Operation Review Committee.

Including the Director and their administrative support, the Corporate Communications department consists of 9 full-time staff and 3 part-time positions. An organization chart is provided as attachment 1. The department is divided into 2 main functions, Corporate Communications and Corporate Events. The Commissioner position to which the Director of Corporate Communications reports is vacant. In the absence of the Commissioner, the Director has reported directly to the City Manager.

The objectives of the Corporate Communications department are external as well as internal and are as follows:

1. Provide public access to information on City programs and initiatives
2. Communicate the City's goals and objectives
3. Profile the City's successes
4. Promote a positive City image
5. Promote public participation through community engagement
6. Support communications needs of City departments
7. Strengthen City's corporate culture through effective internal communications

Based on individual meetings and group discussions there was agreement that corporate events is a mechanism that has been used successfully, along with various other strategies and approaches to achieve the strategic corporate objectives noted above.

Based on those conversations the following observations and action steps have been identified:

1. Workload is an issue given the number and extent of the events;
2. There needs to be an overall plan developed and improved coordination for all City events;
3. There is a need to establish objectives and criteria to determine which events should be considered corporate;
4. Based on the criteria, the current list of events should be reviewed to reconfirm the appropriateness of the event and if it should be re-assigned. In 2010 there are in excess of 100 organized and supported events;
5. Event protocols (i.e. invitations, speaking order, greetings) should be reviewed, communicated to all departments and applied consistently, regardless of which department manages an event;
6. Corporate Communications should be available to provide guidance to departments hosting non-corporate events; and
7. Within Corporate Communications, Events should report to the Director and not the Manager of Corporate Communications.

Following up on the actions noted above will greatly assist in the organization, delivery and providing a more consistent look and feel for all events across the City. In addition, staff will be bringing a report forward shortly with a recommendation to recruit a Commissioner of Corporate Services. As part of that report there will be a discussion on what departments should report to this Commission and the additional support that could be available.

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Relationship to Vaughan Vision 2020/Strategic Plan

The recommendations contained in this report are consistent with the Vaughan Vision and the necessary resources have been allocated.

Regional Implications

Not applicable.

Conclusion

Based on meetings and discussions with various staff there was agreement that corporate events has played an important role in achieving the City's corporate objectives. A series of action steps have been identified on opportunities to improve how events are managed across the City. Implementing these action steps will improve the overall coordination and execution of events.

Attachments

Corporate Communications Organization Chart

Report prepared by:

Clayton D. Harris, City Manager

(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.)

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Item 2, Report No. 5, of the Audit and Operational Review Committee, which was adopted as amended, by the Council of the City of Vaughan on July 13, 2010, as follows:

By approving the following recommendation contained in the revised memorandum from the Commissioner of Finance/City Treasurer, dated July 13, 2010:

“That the revised draft Policy for Employee Business Related Expenditures, attached to this memorandum, be approved with the effective date of October 1, 2010”

2 DRAFT POLICY FOR EMPLOYEE BUSINESS RELATED EXPENDITURES

The Audit and Operational Review Committee recommends approval of the recommendation contained in the following report of the Commissioner of Finance/City Treasurer and the Director of Financial Services, dated July 5, 2010 and that staff take into consideration the Committee’s comments:

Recommendation

The Commissioner of Finance/City Treasurer and the Director of Financial Services in consultation with the Senior Management Team and the Internal Auditor recommends:

- 1) That the attached draft policy for Employee Reimbursement for Business Related Expenditures and Advances be approved, with the effective date of October 1, 2010; and
- 2) That staff training take place during the transition period to the October 1, 2010 effective date of the new policy; and
- 3) That the adopted policy for Employee Reimbursement for Business Related Expenditures and Advances replace the current Attendance at Conferences and Seminars Policy No. 03.03.

Economic Impact

There is no economic impact to this report.

Communications Plan

A training program will be established during the transition period in advance of the October 1, 2010 effective date for the Employee Reimbursement for Business Related Expenditures and Advances policy.

Purpose

To present a new draft policy on the reimbursement for employees that incur business related expenditures on behalf of the City.

Background - Analysis and Options

This new draft policy provides the guiding principles, general procedures, type of business related expenditures, supporting documentation requirements and the necessary approvals for employee reimbursement of a business related expenditure.

This draft policy incorporates and replaces the current Conference and Seminar policy as it relates to staff.

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Staff in developing this draft expenditure policy reviewed many other expenditure reimbursement policies such as the Provincial reimbursement policy, other municipal reimbursement policies and university reimbursement policies. The staff review included looking at the type of expenditures, the various approval requirements, the supporting documentation requirements, form usage, expenditure levels and specific exclusions included in the policies.

The draft policy was developed to provide a fair, equitable and understandable document for staff at all levels. This policy provides both the expenditure reimbursement requirements and the underlying principles under “Guiding Principles” when expending taxpayer’s funds.

The development of this draft policy included discussions with SMT, a meeting with, and review by SMT and Directors, and review by departments and the City’s internal auditor.

The draft policy provides for the following business related expenditures:

- Incidental and Operational Business Expenditures
- Business Meals and Hospitality Expenditures
- Conference and Seminar Expenditures
- Business Related Travel Expenditures

In addition the policy provides guidelines for the use of companion expenditures and outlines the required forms and procedures.

Staff training will take place advance of the October 1, 2010 effective date for the Employee Reimbursement for Business Related Expenditures and Advances policy. During the transition period to October 1st, staff will be encouraged to apply the terms of the policy and provide feedback in the training sessions.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved.

Regional Implications

Not applicable

Conclusion

A new draft policy entitled Employee Reimbursement for Business Related Expenditures and Advances has been developed after considerable review of other policies and discussion and is recommended for adoption by the Committee.

Attachments

Attachment 1 - Policy Draft - Employee Reimbursement for Business Related Expenditures and Advances

Report prepared by

Barry Jackson, CGA
Director of Financial Services
Ext. 8272

(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.)