

CITY OF VAUGHAN

EXTRACT FROM COUNCIL MEETING MINUTES OF NOVEMBER 12, 2007

Item 1, Report No. 49, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on November 12, 2007.

1 **HUMAN RESOURCES POLICIES**

The Committee of the Whole (Working Session) recommends:

- 1) That this matter be referred to a Committee of the Whole meeting as soon as possible;**
- 2) That staff provide details on the issue of Members of Council contacting the Human Resources Department beyond submitting a resume; and**
- 3) That the following report of the Commissioner of Legal and Administrative Services and City Solicitor and the Director of Human Resources, dated October 23, 2007, be received.**

Recommendation

The Commissioner of Legal and Administrative Services and City Solicitor, and the Director of Human Resources, in conjunction with the Senior Management Team, recommend:

THAT this report be received; and,

THAT the revised Disciplinary Procedures Policy, Employee Recognition Policy, Mileage and Transportation Reimbursement Policy; Hiring and Nepotism Policy; Human Rights Policy (Workplace Discrimination and Harassment) and Workplace Violence Policy, be adopted.

Economic Impact

This report has no cost associated with implementing the recommendations.

Communications Plan

With regard to the rolling out of approved policies, the Human Resources Department will provide training to various management staff with regard to the policy, and those management staff will be provided with the materials to present the new policies to the staff in their areas. In addition, approved policies will be made available on the VIBE, in the Employee Handbook, and will be provided in hard copy as appropriate to update policy manuals. For policies such as the Human Rights and Workplace Violence policy, all employees will be required to sign-off acknowledging that they have been provided with a copy and that the policy has been explained to them.

Purpose

This report provides revised draft policies which have been updated to reflect current trends and to ensure that the policies are consistent with the mission, values and goals of the Corporation and which incorporate the comments of members of the Committee of the Whole.

Background and Analysis

This item was referred from the Committee of the Whole (Working Session) meeting of October 10, 2007, following extensive discussion.

The members of the Committee of the Whole reviewed the draft policies and made several suggestions and referred the policies back to staff to provide revised draft policies for consideration. The changes incorporated into the report include adjusting the policies to reflect bullet points to make it easier to understand the policy:

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In addition, the following changes were made to the specific policies:

Disciplinary Procedures Policy:

The titles Non-Culpable and Culpable were added to clearly identify the two separate processes, and a title of General was added which applies to the entire disciplinary process.

Employee Recognition Policy:

The title of Performance Recognition was added and the title Service Awards was amended to Service Recognition. In addition, the information from the last paragraph was moved into paragraph 1.3. A survey was conducted on our comparator municipalities as it relates to Service Recognition programs. It was determined that Richmond Hill, Oakville and Mississauga start their service awards at five (5) years and Markham starts at three (3) years. The Region of York and Brampton recognizes service starting at 10 years. In addition, PowerStream also begins its service award program with employees who have five (5) years service.

Mileage Policy:

The word Kilometrage was added to the policy wherever Mileage was used. The application was amended to apply only to employees and not to Members of Council.

Hiring and Nepotism Policy:

A definition of favouritism was added under the title Definitions. Language was added in bullet 1.4 to allow a Councillor to have input outside of the policy as it relates to their direct support staff. Bullet 1.8 was added to clarify the policy that the Corporation would make all reasonable efforts to accommodate employees who find themselves in a position in conflict with the policy.

Human Rights Policy (Workplace Harassment and Discrimination):

Language was added to the top of the policy which indicates where the procedures can be located that address the policy. In addition, WHO was expanded to include volunteers, appointees, elected officials, etc. The definition of Work Site was deleted as was the reference to the Occupational Health and Safety Officer. Language was included which provides for the compilation of a semi-annual report.

Workplace Violence Policy:

Language was added to the top of the policy which indicates where the procedures can be located that address the policy. The definition of Work Site was deleted. In addition, the term bullying was added to the definition of Personal Harassment and Workplace Violence. Ratepayers were excluded from volunteers and the designation of the Coordinator of the Workplace Violence Policy was clarified. Language was included which provides for the compilation of a semi-annual report.

Relationship to Vaughan Vision 2007

The updating of policies relates to the Vaughan Vision 2020 goal of Staff Excellence.

Regional Implications

This report does not have any Regional implications.

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Conclusion

The updating of policies displays to employees that we believe that they are important and that we believe they should have information available to them as it relates to their employment with the Corporation.

Attachments

1. Disciplinary Procedures Policy
2. Employee Recognition Policy
3. Mileage and Transportation Reimbursement Policy
4. Hiring and Nepotism Policy
5. Human Rights Policy (Workplace Discrimination and Harassment)
6. Workplace Violence Policy

Report Prepared By

Janet Ashfield, 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.)

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Item 2, Report No. 49, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on November 12, 2007, as follows:

By receiving the memorandum from the Chief Information Officer, dated October 29, 2007;

By receiving the additional report from the City Clerk, dated November 12, 2007; and

By receiving the written submission from Ms. Carrie Liddy, dated November 2, 2007.

2 E-NEWSLETTERS AND MAILING DATABASE – PILOT PROJECT REPORT

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Chief Information Officer (CIO), dated October 23, 2007, be approved;
- 2) That staff provide additional Information to Council addressing Members of Council's comments with respect to the economic impact, including the associated costs and related maintenance fee; and
- 3) That the deputation of Mr. Richard Lorello, 235 Treelawn Blvd., P.O. Box 927, Kleinburg, L0J 1C0, be received.

Recommendation

The Chief Information Officer (CIO), in consultation with the Senior Management Team (SMT) recommends:

1. That a presentation by the Chief Information Officer (CIO) on the use of eNewsletters publication and Mailing Database solution be received;
2. That the attached policies surrounding the appropriate use of the eNewsletter publication and Mailing Database be approved, subject to comments from members of Council; and
3. That staff proceed with the implementation of the eNewsletter publication and Mailing Database solution.

Economic Impact

Sufficient resources are available to proceed with the implementation of the eNewsletter publication and Mailing Database solution.

Communications Plan

N/A

Purpose

The purpose of the presentation is to demonstrate to Council the eNewsletter publication and Mailing Database solution that has been developed under the pilot project and the potential to use the solution to enable the City to directly and quickly distribute information to constituents on a mass scale.

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Background - Analysis and Options

There is a business requirement for the City to communicate directly with its constituents on a mass scale and in a timely manner. Traditional methods of communication through media and the City's web site are not always effective at delivering the information quickly and consistently.

Technology based solutions exist to enable the City to rapidly compose and deliver key messages directly to its constituents on a targeted and mass scale. One such solution was recently undertaken as a pilot project and evaluated by City staff and offers potential in addressing the City's communications requirements.

Successful implementation of the solution being considered is highly dependant on the policies and procedures surrounding the appropriate use of the solution and information being collected to support it.

Relationship to Vaughan Vision 2007

This report is consistent with the priorities previously set by Council and the necessary resources have been allocated and approved. Specifically, the recommendations of this report support the following City strategic objectives:

- A1 – Pursue Excellence in Service Delivery
- C1 – Demonstrate Leadership and Promote Effective Governance
- C2 – Enhance Productivity, Cost Effectiveness and Innovation

Regional Implications

None

Conclusion

Based on the positive results of the pilot, the City staff recommend proceeding with the implementation of the eNewsletter publication and Mailing Database solution. To ensure a successful implementation, the attached policies surrounding the use of the eNewsletter publication and Mailing Database, and information being collected to support it, should be approved.

Attachments

Attachment 1 – eNewsletter publication and Mailing Database Policy

Report prepared by:

Dimitri Yampolsky, Chief Information Officer (CIO) – 8352

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Item 3, Report No. 49, of the Committee of the Whole (Working Session), which was adopted, as amended, by the Council of the City of Vaughan on November 12, 2007, as follows:

By approving the following:

That the Ministry of Municipal Affairs and Housing be requested to further clarify Clause 2 of the Committee of the Whole recommendation, reflecting legislative authority and collection of GTA Pooling funds; and

By receiving the memorandum from the Commissioner of Legal and Administrative Services and City Solicitor, dated November 7, 2007.

3

GTA POOLING – STATUS UPDATE

(Referred from the Budget Committee meeting of October 16, 2007)

The Committee of the Whole (Working Session) recommends:

- 1) That the recommendation contained in the following report of the Deputy City Manager/Commissioner of Finance & Corporate Services, dated October 16, 2007, be approved;
- 2) That staff review the status of legislative authority of the collection and use of GTA Pooling funds collected and funds no longer required for GTA pooled services; and
- 3) That the deputation of Mr. Richard Lorello, 235 Treelawn Blvd., P.O. Box 927, Kleinburg, L0J 1C0, be received.

Budget Committee recommendation of October 16, 2007:

That this matter be referred to the Committee of the Whole (Working Session) meeting of October 23, 2007; and

That the deputation of Mr. Richard Lorello, 235 Treelawn Blvd., P.O. Box 927, Kleinburg, L0J 1C0, be received.

Report of the Deputy City Manager/Commissioner of Finance & Corporate Services, dated October 16, 2007:

Recommendation

The Deputy City Manager/Commissioner of Finance & Corporate Services recommends:

That the following report be received for information purposes.

Economic Impact

There is no economic impact as a result of this report, however there is a significant impact if the savings in York Region as a result of the phasing out of GTA pooling were shared with all the municipalities within York Region.

Communications Plan

No communications plan is required as part of this report.

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Purpose

To update Members of Council with respect to the elimination of GTA pooling and the potential to share the savings in York Region with all the municipalities within York Region.

Background - Analysis and Options

In 2007 the Province announced the phased elimination of GTA pooling. This was welcome news since in excess of \$80m annually was being collected throughout York Region for the benefit of the City of Toronto. In 2007 the Region of York retained 100% of the 2007 savings. Vaughan's representatives on Regional Council introduced a resolution at the Region that was intended to share the savings on a 50/50 basis with the Region and the area municipalities. A copy is provided as Attachment 1. That resolution was not passed, however Regional Council resolved that "The Commissioner of Finance bring forward options for allocating GTA pooling savings in future years to a Regional Council Workshop to be held in September 2007". The September workshop did not occur, however staff understand that the matter is to be discussed at the Region on November 22, 2007.

In anticipation of the Region's workshop Vaughan staff provided to the area Treasurers a preliminary analysis of the annual and total savings to the Region and each municipality based on Vaughan's resolution, see Attachment 2. Further, the City Manager provided a memo and background information with respect to this subject to all CAO's within York Region. A copy of the memo only is provided as Attachment 3.

In May 22, 2007 the Town of Aurora passed the following resolution

THAT the Town of Aurora send a resolution to the Region of York, strongly objecting to their method of handling the roll back of the GTA pooling money and suggest that the funds be returned to the local municipalities in the form of a grant, if they choose not to return it to the local taxpayers; and

THAT the resolution be circulated to the municipalities within York Region for consideration and endorsement.

The resolution was subsequently endorsed in June by the Town of Georgina and the City of Vaughan. The Town of Newmarket did not endorse Aurora's resolution and passed their own resolution which is provided as Attachment 4. Essentially Newmarket supports the Region retaining 100% of the savings from the elimination of GTA pooling.

Both the local municipalities and the Region have a number of issues such as infrastructure renewal that puts pressure on property taxes. GTA pooling dollars that were collected were never spent by the local municipalities or the Region and therefore Vaughan's position has been that the local municipalities and the Region should all share in the windfall.

Relationship to Vaughan Vision 2007

B-1 Ensure Short-Term and Long-Term Financial Stability
B-2 Expand Revenue and Tax Base
D-2 Develop Internal/External Collaborative Solutions

Regional Implications

The resolution put forward by Vaughan's Regional representatives at Regional Council would share the savings from the elimination of GTA pooling on a 50/50 basis with the Region and the area municipalities. Currently the Region is retaining 100% of the savings.

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Conclusion

The elimination of GTA pooling by the Province of Ontario represents a significant victory for GTA municipalities. Its elimination was a result of the collective efforts of local and regional municipalities. Sharing those savings between local and regional levels of government would give recognition to this collective effort and provide the broadest benefit to the residents and businesses who contributed to GTA pooling.

Attachments

Attachment 1 – Resolution introduced by Vaughan representatives on Regional Council
Attachment 2 – Preliminary Analysis
Attachment 3 – Memo provided by City Manager
Attachment 4 - Town of Newmarket Resolution

(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 4, Report No. 49, of the Committee of the Whole (Working Session), which was adopted without amendment by the Council of the City of Vaughan on November 12, 2007.

**4 PRESENTATION OF MR. ROB MACISAAC AND MR. MICHAEL FENN,
 GREATER TORONTO TRANSIT AUTHORITY (GTТА), WITH RESPECT TO
 A STATUS UPDATE ON THE GTТА**

The Committee of the Whole (Working Session) recommends that the presentation of Mr. Rob MacIsaac, Chair, and Mr. Michael Fenn, CEO, Greater Toronto Transit Authority (GTТА), with respect to a status update on the GTТА, be received.