



CITY OF OTTAWA

COUNCILLOR'S OFFICE MANUAL

2005

Table of Contents

	Page
1. Introduction	1
2. Members of Council	2
2.1 Remuneration	2
2.1.1 Salaries	2
2.1.2 Transportation Allowance/Mileage	2
2.1.3 Economic Adjustments	2
2.1.4 Pay Periods	2
2.2 Deductions	3
2.2.1 Standard	3
2.2.2 Benefits	3
2.2.3 Optional Deductions	3
2.3 Benefits	3
2.4 Pension	3
2.5 Amendments/Enhancements	4
2.6 Leave Provisions	4
3. Office Support Staff	5
3.1 Remuneration	
3.1.1 Pay Periods	
3.2 Deductions	
3.2.1 Standard	
3.2.2 Benefits	
3.2.3 Optional Deductions	
3.3 Benefits	
3.4 Pension	
3.5 Leave Provisions	8
3.5.1 Vacation Leave	
3.5.2 Income Protection Plan	
3.5.3 Maternity/Parental Leave	
3.5.4 Statutory Holidays	
3.6 Hours of Work	
3.7 Recognition of Service	
3.8 Employment Status	
3.9 Contractors and Professional Services	11

4.	Financial Procedures	12
4.1	Office Expenses Allocation	12
4.2	Staff Salary Allocation	12
4.3	Budget Administration	13
	4.3.1 Release of Councillor's Financial Information	13
	4.3.2 Budget Allocation	13
4.4	Election Year Budget Restrictions	14
4.5	Elected Representatives' Support Administration Allocation	14
5.	Other Policies and Procedures	18
5.1	Security	18
	5.1.1 Visitors	18
	5.1.2 Security Services	18
5.2	Ward Office Space	18
5.3	Travel Policy	18
	5.3.1 Council and/or Corporate Services and Economic Development Committee Approved Travel	18
	5.3.2 Standing Committee Approved Travel	18
	5.3.3 Councillor Approved Travel	18
	5.3.4 Transportation	18
6.	Elected Representatives' Support Services	21
6.1	Administration	21
7.	Corporate Services and Programs	23
7.1	Active Living Club	23
7.2	Employee Assistance Program	23
7.3	Training and Development	24
Appendices		
	Hiring and Employment of Family Members Policy	Appendix "A"
	Travel Policy	Appendix "B"
	Wireless Communication	Appendix "C"
	Election Related Resources Policy	Appendix "D"

INTRODUCTION

In accordance with Section 9 of the Corporate Services and Economic Development Committee's Terms of Reference, the Member Service Sub-Committee was imbued with specific responsibilities regarding the Councillors' offices and staff. For convenience, that provision is set out below, in its entirety:

9. Member Services

The Corporate Services and Economic Development Committee shall have jurisdiction regarding:

- a. The administration of the offices of the Councillors;
- b. Expenditures by Councillors;
- c. Entitlement of Councillors to City facilities and resources for the performance of their duties; and
- d. Personnel matters related to:
 - i. The offices of the Councillors, or
 - ii. The performance by the Councillors of their duties.

The purpose of the Councillor's Office Manual (the "Manual") is to set out the policies and procedures for the administration of City Councillors' offices and their staff.

This Manual was prepared, revised and issued by the City Clerk's Branch at the direction and approval of City Council on _____.

MEMBERS OF COUNCIL

At its meeting on November 24th, 2004, City Council reviewed and adopted the final report of the Citizen's Task Force on Council remuneration.

Effective January 1st, 2005

MAYOR			
Pay	Total		
Annual	\$140,000		
Bi-weekly	\$5,384.60		

COUNCILLOR			
Pay	Total		
Annual	\$70,000		
Bi-weekly	\$2,692.30		

Members of Council may be entitled to receive other compensation with respect to various local boards in accordance with the decisions of those bodies.

2.1.2. Transportation Allowance/Mileage

A transportation allowance is provided to each Member of Council in the amount of \$250.00 bi-weekly to a maximum of \$500.00 per month and is taxed in accordance with the *Income Tax Act*. No other mileage will be paid to Councillors. The Mayor does not receive a transportation allowance. In the alternative, the Mayor is provided with a car and driver.

2.1.3. Economic Adjustments

The Mayor and Councillors' salaries shall be in accordance with and subject to adjustments made from time to time by City Council.

2.1.4. Pay Periods

Members of Council will be paid on a bi-weekly schedule through payroll administration on alternate Thursdays. A pay period covers the two-week (10 day) period commencing on a Friday and ending on the Thursday payday. Payments are made through direct deposit to the financial institution designated by the Member of Council. The direct deposit stubs will be forwarded bi-weekly to Members of Council.

2.2. DEDUCTIONS

2.2.1. Standard

Standard deductions for income tax and Canada Pension Plan will be made at source. Members of Council are required to complete a Canada Revenue Agency TD1 form for the purposes of income tax deduction.

2.2.2. Benefits

The Members of Council share of the insured benefits, Extended Health Care, Dental Insurance, Life Insurance, and Long Term Disability Insurance, as well as the OMERS pension plan, will also be deducted at source.

2.2.3. Optional Deductions

Various optional deductions can be made, with the Member of Council's approval, for the purpose of participating in or contributing to the Active Living Club, Credit Union, additional life insurance, etc.

2.3. BENEFITS

Members of Council are entitled to the following benefits: extended health care; life and dental insurance; and, long term disability. Further details are provided in the benefits and pension booklet available from the Employee Services Branch. Please note that rates do not include retail sales tax and rates will change based on plan experience. These benefits may be adjusted from time to time.

For further benefits information, go online on the MOE and click on "Compensation & Benefits", or contact the Payroll Division of the Employee Services Branch.

2.4. PENSION

The Ontario Municipal Employees Retirement System ("OMERS") is a multi-employer pension plan for employees and elected officials of Ontario municipalities and local boards and has been in place since 1962. OMERS is a contributory defined benefit pension plan with normal retirement age at 65 years.

Enrolment is mandatory for all Members of Council. Contributions are matched by the employer and are based on the taxable portion of the Member of Council's earnings as follows:

- 6.0% of earnings up to the Years' Maximum Pensionable Earnings (YMPE)
- 8.8% of earnings over the Years' Maximum Pensionable Earnings (YMPE)

For further pension information, go online on the MOE and click on "Compensation & Benefits",

contact the Payroll Division of the Employee Services Branch, or contact OMERS directly at 1-800-387-0813.

2.5. AMENDMENTS/ENHANCEMENTS

Any changes, amendments or enhancements to the insured benefit plans, or OMERS pension plan set out in this Manual that are applicable to General Managers will also be extended to the Member of Council's benefit plans. This may include changes to premium rates, level of benefit reimbursement, or benefit plan design.

2.6. LEAVE PROVISIONS

No formal leave provisions (i.e. vacation leave, Income Protection Plan, etc.) are provided for Members of Council.

However, it should be noted that absence from Council meetings for three successive months without being authorized to do so by a resolution of Council would result in the Member's seat being declared vacant pursuant to Section 259(1)(c) of the *Municipal Act, 2001*.

Furthermore, Subsection 75(8) of the *Procedure By-law* provides as follows with respect to attendance at committee meetings:

Should any member of a Committee fail to attend three successive regular or Special Meetings thereof, without being authorized to do so by a resolution of the Committee, the committee may certify such failure and thereupon the membership of such person on the Committee is terminated and the Council may appoint another member in their place. Reception of a written notice of regret by the Committee or Council shall constitute authorization for the purposes of this subsection.

OFFICE SUPPORT STAFF

Each Member of Council assumes responsibility for all employment aspects of his/her staff. Although these individuals operate within the ambit of a contractual arrangement, an “employer/employee” relationship is often established. Accordingly, many of these individuals are City employees whose tenure to such employment is defined for a set time and expressed explicitly through the execution of a contractual agreement. Furthermore, Councillors’ Assistants shall be subject to any other employment conditions approved by City Council or the Executive Management Committee (e.g. the “Responsible Computing Policy” and the “Responsible Use of the Internet Policy”).

In this respect, the Member of Council will have the authority to:

- Hire and release staff;
- Determine the actual hours of work; and
- Establish the duties of the employees.

A written request (e-mail will suffice) must be forwarded to Manager, Administrative Services, Elected Representatives’ Support Services, to arrange for a contract to be drafted and for the employee to be placed on the payroll.

Salary costs (including full-time/part-time/casual staff costs, and overtime) shall be borne by the Councillor’s salary budget, with the following exception, as affirmed by the Member Services Committee on October 8, 2002:

Replacement staff costs for a full-time Councillor’s Assistant who is on paid sick leave in excess of 20 consecutive working days shall be borne by a general departmental account. In this circumstance, the Councillor should submit a written request to the City Clerk, indicating the Assistant’s name, the duration of sick leave including the start date, and the date of return to work or transfer to long-term disability insurance. A maximum of 65 days will be covered within the general departmental budget.

3.1. REMUNERATION

The City is obliged, pursuant to various employment statutes, to provide for consistencies within its remuneration policies. Accordingly, it is consistent to establish some scales of remunerations within the office of an elected representative which are consistent with the standards that apply to other city employees. At the Member Services Committee meeting on April 20, 2001, the following list of the seven jobs and corresponding salary ranges into which office support staff can be placed was approved:

1. COUNCILLOR'S ASSISTANT VII

MPE Pay Grade 1:

2003 rates

MPE Pay Grade 1:

2005 Rates

Pay Band		1	2	3	4	5	6
	Annual (35)	\$ 50,714.30	\$ 52,892.84	\$ 55,162.38	\$ 57,532.02	\$ 60,003.58	\$ 62,582.52
1	Hourly	\$27.865	\$29.062	\$30.309	\$31.611	\$32.969	\$34.386

2. COUNCILLOR'S ASSISTANT VI

CUPE 503 Exempt Pay Grade 15:

2004 rates

Annual	\$46,238.92	\$48,086.22	\$50,013.60	\$52,037.44	\$54,101.32
Bi-weekly	\$1,778.42	\$1,849.47	\$1,923.60	\$2,001.44	\$2,080.82
Hourly	\$25.406	\$26.421	\$27.480	\$28.592	\$29.726

3. COUNCILLOR'S ASSISTANT V

CUPE 503 Exempt Pay Grade 12:

2004 rates

Annual	\$41,381.34	\$43,030.26	\$44,757.44	\$46,571.98	\$48,413.82
Bi-weekly	\$1,591.59	\$1,655.01	\$1,721.44	\$1,791.23	\$1,862.07
Hourly	\$22.737	\$23.643	\$24.592	\$25.589	\$26.601

4. COUNCILLOR'S ASSISTANT IV

CUPE 503 Exempt Pay Grade 10:

2004 rates

Annual	\$38,139.92	\$39,663.26	\$41,255.76	\$42,924.70	\$44,624.58
Bi-weekly	\$1,466.92	\$1,525.51	\$1,586.76	\$1,650.95	\$1,716.33
Hourly	\$20.956	\$21.793	\$22.668	\$23.585	\$24.519

5. COUNCILLOR'S ASSISTANT III

CUPE 503 Exempt Pay Grade 8:

2004 rates

Annual	\$34,902.14	\$36,292.62	\$37,750.44	\$39,279.24	\$40,833.52
Bi-weekly	\$1,342.39	\$1,395.87	\$1,451.94	\$1,510.74	\$1,570.52
Hourly	\$19.177	\$19.941	\$20.742	\$21.582	\$22.436

6. COUNCILLOR'S ASSISTANT II

CUPE 503 Exempt Pay Grade 3:

2004 rates

Annual	\$26,797.68	\$27,869.66	\$28,988.96	\$30,166.50	\$31,362.24
Bi-weekly	\$1,030.68	\$1,071.91	\$1,114.96	\$1,160.25	\$1,206.24
Hourly	\$14.724	\$15.313	\$15.928	\$16.575	\$17.232

7. COUNCILLOR'S ASSISTANT I

Pay Range (based on student rates):

Annual	\$14,727.44	\$15,666.56	\$16,665.74	\$17,730.44	\$18,862.48
Bi-weekly	\$566.44	\$602.56	\$640.99	\$681.94	\$725.48
Hourly	\$8.092	\$8.608	\$9.157	\$9.742	\$10.364

3.1.1. Pay Periods

All employees will be paid on a bi-weekly schedule through payroll administration on alternate Thursdays. A pay period covers the two-week (10 day) period commencing on a Friday and ending on the Thursday payday. Payment is made through direct deposit to the financial institution designated by the employee. The direct deposit stubs will be forwarded bi-weekly to all employees.

3.2. DEDUCTIONS

3.2.1. Standard

Standard deductions for income tax, Canada Pension Plan, and Employment Insurance benefits will be taken at source. Employees will be required to fill out a Revenue Canada TD1 form for purposes of income tax deduction.

3.2.2. Benefits

The employee's share of the insured benefits, Extended Health Care, Dental Insurance, Life Insurance and Long Term Disability Insurance, as well as the OMERS pension plan, will also be deducted at source.

3.2.3. Optional Deductions

Various optional deductions can be made with the employee's approval for the purpose of participating in or contributing to the Active Living Club, Credit Union, Canada Savings Bond program, etc.

3.3. BENEFITS

Full-time administrative support office staff will be entitled to a number of benefits, pension, and leave provisions immediately upon commencement of employment. Full-time is defined as an employee who works a minimum of 25 hours per week for insured benefits purposes and 32 hours per week for 52 weeks per year (including paid vacation) for pension purposes. These benefits, which may be adjusted from time to time, are set out in summary form here with more details provided in the benefits and pension booklet available from the Employee Services Branch, including: extended health care; life and dental insurance; and, long term disability benefits.

In addition, temporary and part-time employees will receive 8% payment in lieu of benefits.

For further benefits information, go online on the MOE and click on “Compensation & Benefits”, or contact the Payroll Division of the Employee Services Branch.

Benefit costs shall be borne by Council Administration.

3.4. PENSION

Ontario Municipal Employees Retirement System (OMERS) is a multi-employer pension plan for employees of Ontario Municipalities and Boards and has been in place since 1962. OMERS is a contributory defined benefit pension plan with normal retirement age at 65 years. Enrolment in OMERS is mandatory.

Contributions are matched by the Employer and are based on earnings as follows:

- 6.0% of earnings up to the Years' Maximum Pensionable Earnings (YMPE)
- 8.8% of earnings over the Years' Maximum Pensionable Earnings (YMPE)

For further pension information, go online on the MOE and click on “Compensation & Benefits”, contact the Payroll Division of the Employee Services Branch, or contact OMERS directly at 1-800-387-0813.

3.5. LEAVE PROVISIONS

Application for and the recording of leave is done by completing a Leave Request and Time Reporting Form. The form must be completed by the employee and signed by the Member of Council and the City Clerk. Approved requests are then forwarded to the Manager, Administrative Services, Elected Representatives' Support Services, for processing.

3.5.1. Vacation Leave

Employees earn vacation leave from commencement of employment. Leave is earned on a bi-weekly basis.

3.5.1. Vacation Leave

Employees earn vacation leave from commencement of employment. Leave is earned on a bi-weekly basis.

<u>Years Of Service</u>	<u>Entitlement</u>	
0 to 5 years	3 weeks	(8.75 hours per month)
5 to 16 years	4 weeks	(11.67 hours per month)
16 to 25 years	5 weeks	(14.58 hours per month)
25 to 35 years	6 weeks	(17.50 hours per month)
35 years plus	7 weeks	(20.42 hours per month)

Vacation Leave is to be taken at a time mutually agreed upon between the Member of Council and the employee. Employees may take their vacation leave, up to the maximum that they will earn in a given year, in advance of earning it. However, should the employee be paid in advance for vacation not earned and then resign, any vacation payout not earned will be deducted from earnings at the time of termination. Utilization of each calendar year's entitlement is encouraged in the year it is earned. Carry over of unused vacation leave may be permitted upon the authorization of the Member of Council up to the maximum number of days earned in that year.

3.5.2. Income Protection Plan

The Income Protection Plan (I.P.P.) provides employees with salary and benefit protection in case of non-occupational illness or injury. Medical certificates may be required in support of any absence at the Member of Council's discretion.

<u>Length Of Continuous Service</u>	<u>Entitlement</u>	
	<u>Full Salary (Working Days)</u>	<u>66 2/3% Salary (Working Days)</u>
6 months – 1 year*	5	80
1 year – 2 years	10	75
2 years – 3 years	15	70
3 years – 4 years	20	65
4 years – 5 years	25	60
5 years – 6 years	35	50
6 years – 7 years	45	40
7 years – 8 years	55	30
8 years – 9 years	65	20
9 years – 10 years	75	10
10 years or over	85	0

*From 0 - 6 months employees earn 1.5 days of sick leave each month which is payable at 2/3's pay. Although earned in the first 3 months, employees are not entitled to utilize sick leave until completion of 3 months continuous service.

3.5.3. Maternity/Parental Leave*

Under the *Employment Standards Act*, the Province of Ontario offers 17 weeks of job protected pregnancy leave and 35 weeks of job protected parental leave. Furthermore, under the *Federal Employment Insurance Act*, parents of children born or adopted on or after December 31, 2000, will be entitled to 35 weeks of parental benefits (Employment Insurance has a two week waiting period for benefits) and 15 weeks of maternity benefits for birth mothers. The *Employment Standards Act* of Ontario provides the following:

1. Up to 37 weeks of parental leave for an employee who does not take a pregnancy leave (i.e. fathers and adoptive parents).
2. Fifty two weeks (17 weeks plus 35 weeks) combined pregnancy and parental leave for a birth mother.

The jobs of parents taking leave under the *Employment Standards Act* of Ontario would be protected.

In addition, the City of Ottawa “tops up” maternity leave benefits to a maximum of 25 weeks with the employee receiving the difference between the 93 percent of their regular salary, minus the amount of employment insurance benefits paid to them.* The maximum paid to an employee for EI benefits is \$413.00 per week. An example may be useful in understanding these figures. Assuming an employee regularly receives \$1,500.00 bi-weekly, then 93% of \$1,500.00 equals \$1,395.00. Taking into account that EI only pays the employee \$826.00 bi-weekly, (a maximum of \$413.00 per week), the employee would then receive from the City a “top-up” of \$569.00 bi-weekly. Furthermore, if that employee is off for 25 weeks or more, then the top-up cost is \$569.00 x 12.5 pay periods (25 weeks) for a total cost of approximately \$7,112.50. In addition to these costs, there would also be an employer charge for benefits, as the employer continues to pay the employer benefit costs while the employee is off on leave. This would be approximately 10% to 14%. Therefore, the total cost of such a leave for this employee would be \$8,108.25, using 14% as the employer benefit cost.

The “top up” expense shall be borne by the Councillor’s salary budget.

* All of the above practices have been in effect since January 1, 2000, with the exception of the impact to the Councillors’ budgets. Since September 2001, the top up costs for the Councillors’ Assistants have been redirected to a corporate account. (Nancy Wynands – FSU will confirm this information).

3.5.4. Statutory Holidays

The following 11 days are recognized as statutory and paid holidays:

New Year's Day	Good Friday	Easter Monday	Victoria Day
Canada Day	Civic Holiday (August)	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day	

Where these days fall on the weekend, the following business day is a paid day off. Employees must work or be paid the scheduled work day before and after the statutory holiday in order to receive a paid day off.

Money in Lieu of stats of 4.4% is paid bi-weekly to full time employees working less than full time hours (35 hours). In addition, this payment applies to part-time employees for compensation in lieu of statutory holidays.

3.6. HOURS OF WORK

The standard hours of work shall be a five (5) day week, Monday to Friday, seven (7) hours per day, with the actual hours of work to be determined by the Councillor.

3.7. RECOGNITION OF SERVICE

Recognition of service for service related benefits (i.e., Vacation Leave, Income Protection Plan, and Severance Pay, where applicable) will be based on continuous service. Where a staff member is employed for consecutive terms of Council without a break in service, the years of service employed will be linked and count as total service.

3.8. EMPLOYMENT STATUS

Councillors' Assistants will be employed on a contract basis and will be non-unionized. Their employment is tied to the term of office for the Member of Council and will usually terminate on November 30th of an election year. Councillors' Assistants will be required to sign an employment contract which will not extend beyond the term of Council.

Despite this contract, Councillors' Assistants may compete for internal job competitions at the City and will be treated as non-union, temporary employees for purposes of the competition process. Furthermore, Councillors' Assistants whose contracts have ended will not have bumping rights or placement status. As such, their employment will be terminated accordingly.

3.9. CONTRACTORS AND PROFESSIONAL SERVICES

As directed by the Member Services Committee at its meeting February 5th, 2001, service

agreements can be entered into whereby contractors invoice the Councillor's office directly for services rendered. It is the responsibility of the Councillor to ensure that such agreements do *not* result in the creation of an "employer-employee" relationship involving the City. The costs of such services can be borne by either the Councillor's salary or office budget.

It is recommended that contracts be awarded in compliance with the City's Purchasing By-law. The by-law is available on MOE, under Corporate Work Tools, By-laws.

FINANCIAL PROCEDURES

4.1. OFFICE EXPENSES ALLOCATION

At its meeting on February 7, 2005, Council adopted the following budgets to cover the operating expenses of each office:

Councillor's Office Budget: \$37,045

The budget has since been adjusted to account for a change in the City's GST accounting practices, and is currently:

Councillor's Office Budget: \$36,119

The Office Budget allocations are subject to budget deliberations each year.

Individual office expense allocations are the responsibility of each Member of Council. Examples of items that may be purchased with this sum include (but are not limited to):

- Car mileage and/or parking for staff (note: Members only receive a car allowance)
- Entrance tickets, meals and hospitality related to the function of a Councillor
- Cards or other commemorative documents
- Photographs
- Advertising
- Donations
- Books, periodicals, and subscriptions used by the Councillor
- Non-standard stationery or office equipment
- Business cards for staff
- Travel that has not been authorized by Council or Committee
- Courier service
- Other goods and services appropriate to the function of the Member of Council's position to which he/she has been elected.
- Contractors / professional services
- Printing costs for newspaper clippings (media monitoring)
- Photocopier costs (as determined by the photocopier code assigned to the Councillor's office)
- Postage costs

It is recommended that purchases and contract awards be in compliance with the City's Purchasing

By-law. The by-law is available on MOE, under Work Tools, By-laws.

In order to ensure financial integrity, the Councillors will sign off on disbursements/reimbursements directly payable to their staff. As well, the Deputy City Clerk will(?) sign off on disbursements/reimbursements directly payable to a Councillor.

4.2. STAFF SALARY ALLOCATION

At its meeting on February 7, 2005, Council adopted the following budgets to cover the salary expenses of each office:

Councillor's Salary Budget: \$166,860

At its February 7, 2005 meeting, Council also approved a Motion granting a one-year (2005) increase to the Salary Budgets for Wards 3, 4 and 10.

Councillor's Salary Budget, Wards 3, 4 and 10: \$206,860

The Salary Budget allocations are subject to economic adjustments, and budget deliberations.

4.3. BUDGET ADMINISTRATION

A Member of Council is accountable to his or her constituents with respect to all expenditures incurred in their budgets. However, the Deputy City Clerk also has responsibility for monitoring expenditure forecasts for the Councillors' salary and office budgets. Quarterly financial status reports will be provided to assist Members of Council in the management of their office and salary budgets. In addition to the quarterly reports, Councillors and their staff are able to access up-to-date financial reports (including financial status and financial transaction reports) for their offices. Please contact the Manager, Administrative Services, Elected Representatives' Support Services, to set up the required access.

Where it appears that either budget may be overspent, the Deputy City Clerk will advise the Councillor in writing and, in conjunction with the Chair of the Member Services Committee, work towards resolving the matter with the Councillor. Furthermore, Councillors are personally liable for any deficit in their allocations at the end of the year or the end of their term. This is particularly important in an election year since sufficient funds must remain for the newly elected representatives to operate their offices (see Section 4.4). There will be no carry-over of deficits or surpluses into the next year.

4.3.1. Release of Councillor's Financial Information

In accordance with the legislated requirements of the *Municipal Act*, a Statement of

Remuneration, Benefits and Expenses Paid to Council Members and Council Appointees, and Police Services Board members, will be reported to Council each year. In addition, the City annually complies with the statutory requirements of the *Public Sector Salary Disclosure Act* by producing a list of employees who were paid \$100,000 or more.

Furthermore, requests for information on any or all Councillors' expenditures may be made pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"). Such requests will be received, coordinated and the response disclosed through the City Clerk's office. The Clerk will also undertake to advise the respective Councillor(s) when such information has been released. Please note that under the MFIPPA, the identity of an individual, plus the fact that they are making a request for information, is deemed to be "personal information" and therefore cannot be disclosed.

Finally, in an effort to reinforce the dual principles of an open and accountable municipal government, there will be an annual release of each Member of Council's final office budget figures.

4.3.2. Budget Allocation

Any substantive adjustment in the overall amount of any budget allocation requires City Council approval. Furthermore, any increase given to exempt staff and the senior management staff will be reflected in the Councillors' Salaries Budget. Finally, in an effort to provide a further measure of flexibility with respect to resources for staffing issues (including Councillor Assistants, Ward Office staff, contractors and/or consultants), Councillors may apply in writing to the City Clerk to use up to 75% of their Office Budget to fund additional Salary expenses. This request should include a brief summary of the special circumstances. The total amount of both budgets cannot exceed the total amount approved by Council.

4.4. ELECTION YEAR BUDGET RESTRICTIONS

During an election year, the office and salaries budgets for Members of Council for the period January 1st to Polling Day shall be restricted to 11/12^{ths} of the approved budget amount, with the provision that subsequent to Polling Day:

- a. new Members of Council are allocated a budget equal to 1/12th of the approved budget amount to cover their expenses for the month of December; and
- b. re-elected Members of Council will have available to them the balance of funds remaining as of Polling Day.

4.5. COUNCIL ADMINISTRATION ALLOCATION

Under the supervision of the Deputy City Clerk, the Council Administration allocation will be used to finance a range of items commonly used in the operation of each office, as well as cover certain expenses involved in the operation of City Council.

The salary, benefits, and transportation allowance of all Members of Council will be drawn from the Council Administration budget. The Council Administration allocation may also fund travel by Members of Council to conferences/conventions that are approved by Council or its Committees.

Other items to be paid out of the Council Administrative account are as follows:

Envelopes & Letterhead

The Council Administration account will fund customized business cards, letterhead, and envelopes for each Member of Council up to a maximum value of \$1,000 per three-year term. Any quantity of customized stationery in excess of this amount will be charged directly to the individual Member's office allocation. These expenses should initially be charged to the Councillor's office budget. The expenditures should be identified to the Manager, Administrative Services, Elected Representatives' Support Services, in order for the charges to be transferred to Council Administration.

Stationery complying with the Corporate standard is available from Printing Services as follows:

Business Cards – All business cards are bilingual (front/back) and available with or without a photo (photo may be colour or black and white).

Letterhead – Letterhead is bilingual and available with or without a photo (photo may be colour or black and white).

Envelopes – Bilingual envelopes are available in a range of sizes.

For Corporate-standard stationery samples, or for price estimates, please contact the Manager, Administrative Services, Elected Representatives' Support Services. If you wish to have your customized stationery ordered externally, you must provide the Manager, Administrative Services, Elected Representatives' Support Services, with the invoice. (Note that customized stationery for office support staff will *not* be funded by the Council Administration account.)

Coffee/Tea Service

A coffee maker and basic coffee/tea supplies will be provided by the Council Administration account.

Newspapers

A collection of daily and community newspapers will be available at the reception desk for shared use.

Office Stationery

Each Councillor's office will be provided with the following basic office supplies:

- stapler
- 3-hole punch
- staple remover
- tape dispenser
- letter opener
- scissors

In addition, the receptionist will stock a variety of standard pens, pencils, erasers, highlighters, markers, scribble pads, message pads, post-it notes, paperclips, scotch tape, file folders, refill staples, and plain white paper in letter, legal, and ledger sizes. All other supplies not listed herein will be the responsibility of the Councillor's individual office budget. Orders for additional supplies will be processed by the Manager, Administrative Services, Elected Representatives' Support Services, through the City's selected vendor.

Office Furniture

Each Councillor's office will be provided with standard office furniture, including a desk and chair for each staff member, filing cabinets, bookcases, and guest chairs.

Telephones and Computers

Corporate standard telephones and computers have been provided to the offices of the Elected Officials and staff, along with a network printer. The desktop computers and laptop computers currently used in each of the offices will be replaced on a one-for-one basis after each general municipal election. The computers will be equipped with Microsoft Word, Excel and PowerPoint, Adobe Writer and Norton Anti-Virus software. Each Elected Official's office will also be equipped with 3 licenses of ACT! Contact management software. Additional software required by the Elected Official is considered to be an additional cost and is to be paid for by their office. All computing equipment is to be procured through (Kristine Parsons position & Title) as per the established ITS ordering process.

Elected Officials and Staff acknowledge they must abide by the provisions outlined in the Responsible Computing Policy and the Responsible Use of the Internet Policy, as outlined on the City of Ottawa Intranet (MOE). Details regarding these policies are found in the User Guide to IT Security, also available on MOE.

Cellular Phones

Each Member of Council is eligible for a cellular telephone. The cellular phone provider will be established by a tendering process by the Supply Branch. No other provider will be paid for outside of the City contract. The Council Administration account will finance the purchase of the phone only; the monthly air-time bill is the responsibility of each Councillor's office budget.

Long Distance

All long distance calls originating from the Councillor's office will be paid for by the Council Administration account. Long distance calls that are of a private nature should be charged to the Councillor's own personal calling card.

Photocopiers

A shared photocopier will be leased and made available for use by all Members of Council and their staff. Each office will be assigned its own passcode access number and charged on a per copy basis. The Council Administration account will cover the cost of the first \$1,000 in photocopy charges made in each calendar year (adjusted accordingly in an election year). Any amount in excess of \$1,000 per year will be charged to the Member's individual office allocation. All photocopier costs are initially charged to the Councillor's office budget; a year-end adjustment is done to transfer the costs (to the \$1,000 maximum) to Council Administration.

Fax Machine

A shared fax machine will be leased and made available for use by all Members of Council and their staff.

Postage

The Council Administration account will cover the cost of the first \$750 in postage charges incurred in each calendar year (adjusted accordingly in an election year). Any amount in excess of \$750 per year will be charged to the Member's individual office allocation. All postage costs are initially charged to the Councillor's office budget; a year-end adjustment is done to transfer the costs (to the \$750 maximum) to Council Administration.

Television and Cable

The Council Administration account will fund the installation and monthly charges for cable television in the City Hall office of any Member of Council who so desires it. Although the purchase of a television or any other office items remains the responsibility of the individual Member's budget, these remain city property and must be turned over to the City Clerk at the end of the term.

Shared Computer Workstations

A limited number of shared workstations will be available for use by all Members of Council and their staff.

Service Level Agreement

A Service level agreement currently exists between IT Services and the City Clerk's Office (negotiated in 2003).

Procurement of IT Assets

The offices of the Elected Officials may also purchase, via their office budget, any other corporate standard IT assets over and above the current allocation of IT equipment. Please contact the Manager, Administrative Services, Elected Representatives' Support Services, to initiate these requests. IT assets include software, computers, laptops, printers, scanners, cameras, personal digital assistants, cellular phones and telephone equipment.

In the event an office requests to purchase an IT asset that is deemed to be non-standard, based on City of Ottawa IT Branch policies, your office will be advised that a business case outlining

the reasons for needing the specialized equipment must accompany the request. You will be advised if such information is needed by the Manager, Administrative Services. The Manager and representatives from IT Services will review the request together and then advise of the status of the request as soon as possible.

Staff Training and Development

The Council Administration account will cover the cost of the first \$1,000 in staff training and development costs incurred by each Councillor's office over the three-year term. Any amount in excess of \$1,000 will be the responsibility of the Member's individual office allocation. This funding includes external as well as internal training courses. For more details on the training programs offered by the City of Ottawa see Section 7.3. All staff training and development costs are initially charged to the Councillor's office budget; a year-end adjustment is done to transfer the costs (to the \$1,000/term maximum) to Council Administration.

OTHER POLICIES AND PROCEDURES

5.1. SECURITY

The general objective of this policy is to ensure reasonable precautions and discretion while establishing a system that recognizes both the need for public access and minimizes disruptions in the working environment of the Councillors' Office Area.

5.1.1. Visitors

When a visitor approaches the Reception desk, they will be asked by staff whom they wish to meet with and that office will be contacted to confirm availability. A decision will be made as part of that contact on whether the visitor should be met at Reception, or directed to the appropriate office. Having received a visitor, that office then becomes responsible either for ensuring the person returns to Reception, or arranging contact with another office. In the latter case, the second office then becomes responsible for the visitor.

Unsupervised door-to-door soliciting will *not* be permitted. A person wishing to visit all of the offices would be invited by Reception staff to use the courtesy telephone in the reception area to contact each office individually and to make specific arrangements for access.

5.1.2. Security Services

Any staff member, who has reason to believe that his or her safety or security is at risk, or who has reason to believe that property has been stolen or vandalized, should contact Security Services at Ext. 21990 to report the incident. For emergency cases or where staff are being directly threatened, "panic" buttons are installed underneath most desks in the Councillors' Offices area. When activated, an alarm is set off in the Security Office.

5.2. WARD OFFICE SPACE

At the Member Services Committee meeting on May 17, 2001, the following policy regarding ward offices was approved:

1. All Councillors are entitled to minimal ward office space, where desired;
2. Ward space must be within existing city facilities and must utilize existing spaces;
3. Ward space should be located within administration buildings where ever possible;
4. Minimal financial costs will be incurred for construction within ward space, i.e.;

change locks, replace carpets, minor alternations, patch and paint walls, etc.

5. All ward space to be approved and implemented by the Corporate Accommodations Project;
6. Councillors are entitled to book meeting space within any city facility without cost.

5.3. TRAVEL POLICY

Members of Council, and occasionally their staff, are required to attend city business by participating at various conferences, conventions, seminars, workshops and other meetings both within and outside the municipality. Generally, the authority for approving these business trips can be subdivided into three (3) different options:

- Council and/or Corporate Services and Economic Development Committee Approved Travel;
- Standing Committee Approved Travel; or
- Councillor Approved Travel.

For convenience, each of these options is summarized below.

5.3.1 Council and/or Corporate Services and Economic Development Committee Approved Travel

Whereas Council has approved the City's membership and/or participation in numerous provincial and national municipal associations (e.g. FCM, AMO, AFMO, ROMA), Members' attendance at such events will usually be approved in advance by the Corporate Services and Economic Development Committee. In addition, expenses related to attendance at such events as their annual general meetings, will be borne by the Council Administration account.

5.3.2 Standing Committee Approved Travel

Similar to Section 5.3.1 above, Standing Committees of Council have the delegated authority necessary to approve the attendance of their Members to represent the respective Committee at a conference. Prior to obtaining the Committee's approval, the General Manager of the respective operating department shall be consulted to confirm the availability of departmental funds for the cost of the event and the travel associated with same.

5.3.3 Councillor Approved Travel

In other instances, the cost of a business trip taken by a Councillor or his/her staff shall be borne by that Member's office budget.

5.3.4 Transportation

The mode of transportation chosen will be at the discretion of the Councillor concerned, but should be of reasonable cost and the most advantageous to the Member and the City.

Only Economy Fare will be allowable – not first or business class.

Rail travel is considered an acceptable mode of transportation for travel between Ottawa and destinations within the Quebec-Windsor corridor.”

The reimbursement for the use of personally-owned automobiles outside the city limits will be made at the same rate approved for the Senior Management Team. When two or more Councillors are traveling together in a personally-owned automobile, separate claims for mileage charges by each Councillor will not be allowed. The owner/driver of the car should file the claim and the total reimbursement for kilometers should not exceed that of an equivalent economy airfare.

The use of rented vehicles, including gas costs and parking, are allowable, as long as the rented vehicle does not exceed full-size class.

It is recommended that the City’s Travel Policy be used as a guideline in determining expense eligibility. The policy is available on MOE, under The Corporation and Me, Policies.

5.4 COMMISSIONER OF OATH

The function of the Commissioner for taking Affidavits/Oaths is to provide formality to the occasion of signing the document in question so that the person swearing or affirming to the document is agreeing that his or her conscience is bound and is making an express statement binding in law that that the contents of the document and signature are true. Swearing a false affidavit can result in legal proceedings under various provincial legislation and could constitute perjury under the *Criminal Code of Canada*. Furthermore, a Commissioner who fails to properly administer the taking of an oath is also subject to prosecution.

It is important to note that some government applications are to be executed by persons other than a Commissioner for taking Affidavits/Oaths such as notaries, lawyers, or guarantors. A passport application for example, requires a guarantor to attest to the identification of the applicant. A guarantor is a person who has known the applicant for at least two years and is also of a certain occupation/profession. Attesting to the identification of a passport applicant is the function of a guarantor, not a Commissioner of Oaths. Accordingly, it is important that the Commissioner of Oaths satisfy himself or herself that the function is in fact one that is within the jurisdiction of the Commissioner of Oaths. An examination of the document, including the “jurat” which is the signature block setting out when, where and before whom the document is to be sworn or affirmed will indicate whether a Commissioner of Oaths can commission the document.

Who are Commissioners for taking Oaths?

Generally speaking, a person can become a Commissioner for taking Affidavits/Oaths in Ontario in the following two ways:

1. by virtue of office
2. appointment

1. Commissioners by virtue of office.

The following are, by virtue of their office/position, commissioners for taking affidavits:

- Mayor and City Councillors - can only take commissions within the municipal territory
- City Clerk, Deputy City Clerk, and Treasurer -can only take commissions within municipal territory
- Members of the Provincial Parliament(MPP's)
- judges and justices of the peace
- lawyers entitled to practice law in Ontario (e.g. Legal Services)
- certain City staff such as administrative heads and deputy administrative heads for City departments relating to building standards, welfare, assessment or planning, and the medical officer of health – for purposes of the affairs of the City only.

Duration: tenure of office/position.

No stamp required. However, it is a good practice for the Commissioner to indicate his or her office underneath the jurat (e.g. City Councillor, City Clerk, or Solicitor).

DUTY OF COMMISSIONERS & THE COMMISSIONING PROCESS

1. Must be done in person

Each and every oath and declaration must be taken in the presence of the Commissioner (the deponent must appear in person). Oaths cannot be administered by mail etc.

2. Signature of deponent must appear to be genuine

The Commissioner must satisfy himself or herself as to the genuineness of the signature of the deponent before the Commissioner can commission the document. The signature should be made in the presence of the Commissioner and the person's name should be printed below the signature. Verification as to the genuineness of the signature by reference to a driver's license for example, is helpful in situations where the Commissioner does not know the deponent's signature. .

It is also important that the person's signature block and the accompanying jurat to be executed by the Commissioner not be on a stand-alone page. The jurat should be on a page that has at least some text from the document so that it is demonstrated to be an integral part of the document as a whole.

3. Administer the oath or affirmation

Before the Commissioner signs the jurat, he or she must administer an oath or affirmation to the person in order to satisfy that the person signing the document is agreeing that the contents of the document and signature are true.

Requirement of an Oath:

- solemnity of occasion is required so that the person understands and agrees that he or she is binding his or her conscience to contents of the document and the signature. If the Commissioner has any reason to doubt that the person does not agree to the solemnity of occasion or to bind his or her conscience, the document should not be commissioned.

Solemnity of occasion/binding conscience:

- i). a religious book (Bible, Koran, etc.) may be used (person placing right hand on the text and swearing to the truth of the contents of the document including the signature followed by: (so help me ‘God’ / ‘Allah’), as the case may be.
- ii). if a religious book is not available: the person should raise his or her right hand swearing to the truth of the contents of the document including the signature followed by: (so help me ‘God’ / ‘Allah’), as the case may be.
- iii) if the person objects to being sworn, he or she may take an affirmation or declaration. Again, ceremony of occasion is still required. The person should raise his or her right hand and affirm to the truth of the contents of the document including the signature.

4. Commissioner signs the Jurat

Finally, where the Commissioner is satisfied it is appropriate to do so, the jurat should be completed by the Commissioner confirming the “where” (e.g. City of Ottawa, in the Province of Ontario), “when” and “by whom” the document is commissioned. It is important that the Commissioner’s signature be legible. A legible signature gives notice to strangers (e.g. government agencies or courts of law) as to the identity of the Commissioner. Even though a stamp is not required for Commissioners by virtue of their office, it is good practice to provide the name and/or office of the Commissioner to reduce uncertainty.

COUNCIL SUPPORT SERVICES

6.1 ADMINISTRATION

Operating within the City Clerk's Branch, the Elected Representatives' Support Services division provides all Members of Council with a high standard of administrative service in all matters related to the operation of each Councillor's office. The aim of the Elected Representatives' Support Services is to provide the elected representatives with an environment in which they and their staff can focus on their political responsibilities, both to Council and more broadly to the citizens of the City of Ottawa, and not be overburdened by basic administration and logistical concerns.

Elected Representatives' Support Services staff are available to assist Members of Council with the following matters:

Financial Services

- Budget preparation, monitoring, and reporting
- Processing of payments
- Travel claims processing
- Purchasing credit card reconciliations, in compliance with the City's Purchasing Card Procedures. The procedures are available on MOE, under The Corporation and Me, Policies.
- Financial guidelines, policies, procedures

Employee Services

- Reviewing appropriate employment legislation and policies
- Labour relations
- Payroll and leave administration

-

Reception

- Bilingual reception service to receive visitors/calls
- Mail and fax distribution
- Ordering and distribution of office supplies
- Petty cash administration
- Maintain a shared daily newspaper subscriptions and news clipping service

Information Technology

- Provide on-site assistance for computer hardware and software troubleshooting and support
- Order required software and hardware for Members of Council
- Maintain a central area for shared equipment (e.g. colour printer, scanner, fax machine, photocopier, high-end software and computers)
- Arrange for more extensive computer repairs and installations
- Suggest and organize specialized training requirements

Miscellaneous

- Advisory and referral for Councillor and/or staff queries relating to other services available within the Corporation
- Physical accommodations monitoring and coordination of any required adjustments
- Security provisions

Elected Representatives' Support Services staff will work in partnership with other Branches and Departments, such as Information Technology, Employee Services and Financial Services, to ensure the provision of these services. As a result, all of these matters will be dealt with in a timely and efficient manner by staff familiar with the particular needs of the Members of Council and their service expectations.

All Elected Representatives' Support Services staff can be relied upon to fully understand the confidential nature of the information that comes to them during the course of a working day and are fully committed to maintaining confidentiality as an essential element of their duties.

CORPORATE SERVICES AND PROGRAMS

7.1. ACTIVE LIVING CLUB

The Active Living Club provides an opportunity for City of Ottawa employees to participate in a variety of activities promoting a more active lifestyle. Facilities are available in several locations including a fitness centre at City Hall.

Membership in the Active Living Club is open to all Members of Council and their staff. The membership fee is \$2.00 per week (\$104.00/year) for a single membership or \$4.00 per week (\$208.00/year) for a member and spouse. The fee is payable through payroll deduction. For more information and to obtain a membership application form please contact the Active Living Club Coordinator at Ext. 21743, or go online on the MOE and click on “Employee Wellness”, then on “Municipal Employees Active Living Club”.

7.2. EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (“EAP”) is a voluntary, confidential counselling and information resource that is available to all City of Ottawa employees including Members of Council and their staff.

Purpose

The City recognizes that it has an important responsibility to help promote and maintain the well being of its employees. This includes helping resolve problems before they result in a deterioration of family life and/or individual health impacting on job performance.

The EAP can help with problems large or small that affect personal life, work life, or general well being. The services give employees the opportunity to talk over their problems with a trained professional who will listen and help.

Services Offered

Personal problem assessment includes:

- short term counselling
- referral to other professionals
- follow-up

Consultation and critical incident stress debriefing services are also available.

Help is provided in many areas such as:

- stress
- work related issues
- family problems
- marital concerns
- substance abuse
- depression/anxiety

Fees for EAP

There is no charge for the services of the EAP counsellor.

Confidentiality

Complete confidentiality for EAP services is assured. Offices are available at several locations including 1st Floor Ben Franklin Place, 1743 St-Laurent Suite 200 and 1st Floor 1505 Carling allowing you to choose the location that offers the greatest convenience and privacy. No phone messages will be left without consent. All communication with the counselor is kept in strict confidence.

To arrange an appointment, simply contact the EAP office at 580-2424 Ext. 23816.. Detailed information about the program is available on the MOE.

7.3. TRAINING AND DEVELOPMENT

The Corporate Training Centre, a branch of the Human Resources Department, offers a yearly calendar of courses. This schedule may be found on the City's intranet site (MOE) under the "Employee Information" section. The courses offered are designed to meet the developmental needs of employees while supporting the Corporation in the achievement of its operational objectives. For more information please see the City's intranet site.

APPENDIX “A”

Hiring and Employment of Family Members

Procedures

[For City Employees](#)
[For Elected Officials](#)

Delegated Authority: City Council
Effective Date: 1 December 2003

Policy Statement

All employment-related matters, including hiring, promotions, performance appraisals and discipline shall be undertaken in an objective and impartial manner.

Purpose

The purpose of this policy is to ensure that employment-related decisions concerning existing or potential City employees are free from any real or perceived improper influence based on familial relationships and to maintain public confidence in the integrity of the City's hiring and employment practices. In particular, this policy is intended to:

- prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of family members; and
- prevent the exercise of any improper influence based on familial relationships, or the appearance of such influence, in the City's employment practices.

Application

This policy applies to all employees and elected officials.

Policy Description

One of the City's human resource objectives is to hire the best candidate available for each vacancy, while taking into consideration the legal requirements imposed by such things as collective agreements. While strong family relationships are to be encouraged, these should not form the basis of an employment decision within a large government organization. As a consequence, the City prohibits employment situations where family members would:

- be supervised by, or subordinate to, one another;
- be given preferential treatment in being recruited and/or selected for vacancies; or
- be appointed to positions where job responsibilities would be incompatible with positions occupied by family members.

While this policy is intended to apply solely to immediate family relationships (see definitions), employees and elected officials should be cognizant that broader familial ties and other close personal relationships may give rise to the same concerns surrounding real or perceived conflicts as those specifically addressed in this policy. As a result, employees and elected officials who may find themselves in such situations should be sensitive to these concerns and govern themselves in keeping with the spirit and intent of this policy.

Definitions

Direct Reporting Relationship - a relationship in which an employee or elected official has authority to:

- approve or deny increments, overtime or negotiate salary level;
- conduct performance appraisals;

- administer discipline; or
- direct work assignments with respect to an employee.

Family - for the purposes of this policy, family includes an employee's child, parent or spouse. These terms are more specifically described below:

Child - child born within or outside marriage, and includes an adopted child, and a person who a parent has demonstrated a settled intention to treat as a child of his/her family.

Parent - a person who has demonstrated a settled intention to treat a child as a member of his/her family, whether or not that person is the natural parent of the child.

Spouse - a person

- to whom the person is married, or
- with whom the person is living outside marriage in a conjugal relationship, if the two persons,
- have cohabited for at least one year,
- are together the parents of a child, or
- have together entered into a cohabitation agreement under section 53 of the Family Law Act.

Responsibilities

General Managers/City Clerk

General Managers are accountable for ensuring compliance with this policy with respect to City employees.

The City Clerk, or his designate, and the Member Services Committee are accountable for ensuring compliance with this policy with respect to the offices of the City's elected representatives.

HR Business Partners Branch

Human Resources Consultants are the City's technical experts and strategic advisors on all staffing matters. The HR Business Partners Branch will work with managers and the City Clerk, or designate, to resolve any problems with respect to this policy.

Monitoring

The HR Business Partners Branch will review and monitor the City's employment practices to ensure consistency and compliance with this policy. The City Clerk or designate will monitor the employment practices of elected officials to ensure policy compliance and will advise the Member Services Committee accordingly.

Contraventions

Failure on the part of an employee to comply with this policy may result in discipline up to and including dismissal. Contraventions by elected officials shall be referred to the Member Services Committee for resolution.

References

[Code of Conduct](#)

[Collective Agreements](#)

[Equity and Diversity policy](#)

[Hiring and Employment of Family Members Procedures for City employees](#)

[Hiring and Employment of Family Members Procedures for Elected officials](#)

Recruitment and Staffing policy

Terms and Conditions of Employment

Legislated & Administrative Authorities

Canadian Human Rights Act
Employment Standards Act
Municipal Act
Municipal Conflict of Interest Act
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Ontario Human Rights Code

Key Word Search

Conflict of Interest
Hiring of Family Members
Nepotism

Enquiries

All enquiries regarding this policy should be directed to your HR Consultant/City Clerk as appropriate. For interpretation of specific policy statements, contact:

Corporate Policy
HR Governance & Leading Practices
Human Resources Department
City of Ottawa
Tel: (613) 580-2400

[back to top](#)

Procedures For City Employees

By virtue of changes brought about by the new Municipal Act, 2001, the City has a statutory obligation to adopt a policy with respect to the hiring of relatives of members of Council or existing employees. Given its status as a large public sector employer, the City's statutory obligation is best fulfilled by a policy that avoids favouritism or the perception of favouritism based on familial relationships in its employment practices. These practices include, but are not limited to, the hiring, supervision, and remuneration of staff. That is not to suggest that relatives of City employees should be disqualified from employment at the City. Rather, such individuals should not be seen as having received preferential treatment in employment by virtue of their familial relationships, a practice commonly referred to as "nepotism". Nepotism can be more formally described as favouritism shown to a member of one's family through the bestowal of public office or patronage upon them, rather than on the basis of merit.

Concerns surrounding nepotism can arise either at the time of the initial hiring of a new employee or, alternatively, as a result of the movement of related employees within the organization. These varied concerns may need to be addressed differently and require alternative resolutions.

A City employee involved in the hiring or promotional process for a position shall immediately disclose to his or her manager, in writing, any instance in which a family member is identified as a candidate for that position. No City employee shall be involved in decisions surrounding the evaluation, hiring, or promotion of a family member, nor participate in any hiring or promotional process in which a family member is a candidate.

Should an employee find him or herself in a direct reporting relationship with a family member, either as a supervisor or a subordinate, the employee shall immediately disclose such a situation to his or her manager, in writing, for appropriate resolution.

Following the above-noted disclosure, the General Manager or designate may discuss reassignment options with management (as applicable) and with the employee involved.

Possible solutions include:

- offering one employee a permanent alternate but comparable position in another section or division of the same department;
- transferring one employee to a comparable position in another department (i.e. lateral transfer);
or
- altering the reporting relationships.

The preferences of the employees should be taken into account, along with the provisions of the relevant collective agreement or employment contract (if any) when considering any of these options. If all of the above options are deemed unsuitable, the General Manager or designate shall make the final decision. Although these situations are sometimes difficult to resolve, the General Manager or designate is required to address this issue as soon as possible after it arises. The General Manager or designate should consult with their Human Resources Consultant and Labour Relations Consultant, if required, to resolve any issues related to the implementation of the Hiring and Employment of Family Members policy and procedure.

[back to top](#)

Procedures For Elected Officials

By virtue of changes brought about by the new Municipal Act, 2001, the City has a statutory obligation to adopt a policy with respect to the hiring of relatives of members of Council or existing employees. Given its status as a large public sector employer, the City's statutory obligation is best fulfilled by a policy that avoids favouritism or the perception of favouritism based on familial relationships in its employment practices. These practices include, but are not limited to, the hiring, supervision, and remuneration of staff. That is not to suggest that relatives of elected officials should be disqualified from employment at the City. Rather, such individuals should not be seen as having received preferential treatment in employment by virtue of their familial relationships, a practice commonly referred to as "nepotism". Nepotism can be more formally described as favouritism shown to a member of one's family through the bestowal of public office or patronage upon them, rather than on the basis of merit. Elected officials shall not employ any family member as part of their respective office staffs, including staff of their ward offices. Further, elected officials shall not retain any family member on a contract for personal service, save and except a contract for the provision of tangible property. In the event that an alleged violation of the above comes to the attention of the City Clerk, the matter will be referred to the Member Services Committee for resolution.

APPENDIX “B”

Travel Policy

Originating Department: Corporate Services
Originating Branch: Financial Services
Delegated Authority: General Manager, Corporate Services
Effective Date: February 28, 2003
Last Revision Date: March 06, 2003

Policy Statement

The City of Ottawa shall reimburse employees for reasonable expenses incurred while travelling on City business.

Purpose

The purpose of this policy is to establish parameters for the reimbursement of reasonable expenses incurred by employees as a result of approved travel on City of Ottawa business. This policy also allows the City to effectively monitor and control costs associated with travel.

Application

This policy applies to all employees travelling on City business, including conventions, seminars and training events. Bargaining unit employees should consult their respective collective agreements

Policy Description

Employees can expect to be reimbursed for reasonable expenses necessarily incurred while travelling on City business. This policy is intended to ensure that employees are not out-of-pocket. The policy provisions, however, do not constitute income or other compensation that would open the way for personal gain.

Authorization

Business travel is to be approved by the management position to which the individual reports.

Reimbursements

Reimbursement for expenses incurred while on business travel shall be in accordance with the rates established for the period in which the travel occurred. Rates (including the per kilometer mileage reimbursement and the per diem amount allowed) will be determined and communicated to employees annually by the Financial Services Branch. Bargaining unit employees should also consult with their collective agreements.

Receipts must accompany all requests for reimbursements except those covered under per diem expenses.

Employees are responsible for travelling by the most practical and economical route possible, keeping the purpose and urgency of the trip in mind. When travelling by automobile or taxi, employees should travel together to reduce expenses.

Employees authorized to travel on City business shall be reimbursed for the following:

Local Travel (within the geographical boundaries of the City of Ottawa)

- car mileage at approved rates,
- registrations,
- parking,
- public transit, and

- taxis.

Employees who are attending training courses of less than one day within the City's geographical boundaries will be reimbursed for local travel expenses to/from the workplace to the training location.
Travel Outside the City of Ottawa

- transportation,
- meals (excluding alcoholic beverages),
- accommodation (excluding minibar and movies),
- incidental expenses,
- registration,
- costs of foreign exchange and/or traveller's cheques,
- premiums for out of country health insurance (if applicable and if required),
- telephone calls made to place of work, and
- internet connection costs if used for work purposes.

Definitions

City Business - attending an event as a representative of the City, to derive a benefit for the City, or to advance the interests of the City.

Receipt - an original document showing the name of the vendor, as well as the date, amount and description of expenditure paid by the employee.

Responsibilities

General Managers are responsible for:

- establishing the proper delegation framework to comply with this policy, and
- ensuring travel policy and procedures are communicated to employees.

Management is responsible for the following related to the travel expenses of their staff:

- pre-authorizing all employee travel,
- ensuring that the most effective and economical travel arrangements are made,
- ensuring reimbursement requests comply with this policy,
- processing travel claims on a timely basis,
- verifying and approving travel claims before reimbursement, and

Financial Services Branch is responsible for:

- determining annually the per diem and per kilometre reimbursement rates (employees covered by a collective agreement should consult their collective agreements),
- verifying travel claims before reimbursement in accordance with the established procedure to ensure reimbursement requests comply with this policy, and
- processing travel claims on a timely basis.

Employees are responsible for:

- adhering to the provisions of this policy,

- obtaining authorization to travel,
- requesting cheque advances at a least five days in advance of travel,
- travelling by the most economical route possible, keeping the purpose and urgency of the trip in mind,
- making reasonable efforts to arrange moderate rates for accommodation,
- obtaining official receipts for all travel expenses incurred and reporting accurately all business expenses on the Travel Authorization/Claim Form no later than 10 days following the completion of travel,
- cancelling reservations as required, safeguarding travel advances and making outstanding remittances promptly, and
- advising of special needs that may require accommodation.

Contraventions

Failure to comply with this policy may result in disciplinary action against an employee, up to and including dismissal.

References

[City of Ottawa Travel Procedures](#)

[Duty to Accommodate Policy](#)

[City of Ottawa Code of Conduct](#)

Various [Collective Agreements](#) governing employees of the City of Ottawa

Legislated & Administrative Authorities

- Canada Customs and Revenue Agency (CCRA)
- Municipal Act, 2001, S.O. 2001, c. 25
- City of Ottawa Purchasing Bylaw 50-2000, as amended by By-law 2001-72

Key Word Search

Reimbursement

Travel

Contact

Enquiries should be directed to:

Manager

Accounting and Reporting

Financial Services Branch

Corporate Services Department

Tel: (613) 580-2424

APPENDIX "C"

Wireless Communications Services

Originating Department: Corporate Services Department
Originating Branch: Information Technology Services Branch
Authority: City of Ottawa Senior Management Team
Effective Date: March 21, 2003
Last Revision Date: April 17, 2003

[Policy Statement](#)

[Purpose](#)

[Policy Description](#)

[Application](#)

[Managements Responsibilities](#)

[User Responsibilities](#)

[Administration](#)

[Monitoring and Compliance](#)

[Contraventions](#)

[References/Related Policies](#)

[Key Word Search](#)

[Contact](#)

[Policy Review and Approval](#)

[Appendices](#)

Policy Statement

Wireless devices and services are provided for legitimate business use in the course of assigned duties, and only incidentally for personal use, provided the privilege is not abused. Departmental Management enforces compliance, supported by ITS Branch who provides administrative and technical support services.

[^ back to top](#)

Purpose

This purpose of the Wireless Communications Policy is to govern the acquisition, usage, maintenance/support and billing of all wireless communications device and services within the City of Ottawa, including:

- Cellular phones (analog and digital)
- Pagers (tone, voice-mail, numeric, and alphanumeric)
- Devices with an integrated wireless communication capability (e.g. Blackberry)
- Wireless data modems (through tethered connection to cellular phones or modems for laptop computers, Palm Pilots, Windows CE/Pocket PC devices)
- 2-way radios

This includes any mobile device that captures or transfers information for transmission over a wireless service provider network.

This policy must be read in conjunction with the related Wireless Communications procedures documents as well as the City of Ottawa "Responsible Computing" Policy and "Code of Conduct".

[^ back to top](#)

Policy Description

The City of Ottawa provides access to wireless electronic voice/data network services, as well as the systems that operate in these environments, to improve productivity and facilitate business communications. Access and tools are provided for legitimate business use in the course of assigned duties, and only incidentally for personal use, provided the privilege is not abused.

Wireless communications services are provided to the City Manager, General Managers, Directors and other individuals/positions specifically identified in associated procedure documents.

Staff/individuals in other positions and roles are eligible for wireless communications devices by meeting eligibility criteria, as determined by the process outlined in related procedures documents. This process is a gated process designed to clearly justify the eligibility for wireless communication devices. The process is exclusive in nature, and Departmental Management approves any deviation from the process and final decisions.

The provision of wireless services is centrally managed by ITS Branch, thereby allowing for standardization of devices and service plans and the strongest position to negotiate service parameters and plans. In addition, ITS Branch provides management reporting and auditing to assist Departmental management in monitoring compliance with this policy.

[^ back to top](#)

Application

This policy applies to all requestors and users of corporate wireless devices and services, including all City of Ottawa employees, contractors, subcontractors, agents, vendors, consultants, Members of Council and their offices, with the following exception(s):

- City of Ottawa Police Services

[^ back to top](#)

Managements Responsibilities

Departmental Management must determine eligibility requirements for wireless devices and services using the standard process and guidelines (refer to related procedures documents) that consider criteria such as management responsibility, accessibility (rapid decision-making responsibility), security (emergency response), and productivity (e.g., job-related tool for field operations). Departmental Management must demonstrate that wireless devices and services are required for business purposes and that they represent an efficient, cost effective, and appropriate communication tool, and alternative to conventional communication devices (i.e., cable-based land line).

Wireless devices and services are only provided to individuals whose Departmental Management determines satisfy the eligibility criteria described above.

Departmental Management is responsible for all usage, long distance and service charges associated with the wireless accounts. If during the course of normal business activities, wireless devices and services have been used for personal use, the employee to whom the device has been assigned is responsible for reimbursing the City of Ottawa for any additional usage, long distance and service charges. Departmental Management must review detailed usage of airtime and other service features on a regular basis to recover any additional costs, in accordance with approved procedures.

Departmental Management is required to ensure that employees are aware of their responsibilities and ensure that the City is reimbursed appropriately.

[^ back to top](#)

User Responsibilities

All users of corporate wireless devices must abide by the City of Ottawa 'Responsible Computing' policy which states that the City of Ottawa provides access to voice and data services to improve productivity and facilitate business communications.

Personal use of wireless devices and services is discouraged. Where incremental costs to the City are incurred as a result of personal use, users must reimburse the City for all related charges. With respect to cellular telephone services and devices, personal usage is further defined as follows:

- Use for non-business related purposes in the period defined as "evenings/weekends" by cellular vendors (excluding City staff required to work during these hours).
- Personal long distance calls at anytime.
- Excessive personal calls during the period defined as "daytime" by cellular vendors.

Corporate information that is stored, managed, or transmitted using a wireless device is the property of the Corporation and must only be used to support the business of the City of Ottawa. When using wireless devices to transmit sensitive corporate information (voice or data), it should be done in a secure manner to ensure confidentiality. Wireless devices equipped with Internet browsers should not be used for "web surfing", accessing on-line services, or text messaging, unless specifically acquired for that purpose. Wireless devices should not be used for in-building usage as a primary means of contact unless it has been established that coverage is available and guaranteed. Users of wireless communications devices must not perform unethical or unlawful activities and must adhere to this policy and any other related policy of the City of Ottawa. Users may not install unauthorized software on mobile devices outside of the corporate standards. Wireless devices should not be used while operating a vehicle so not to impair the safe operation of the vehicle. Staff who spend significant time in a vehicle are provided with appropriate hands-free accessories such as cellular phone headsets or full vehicle install kits. Users should seek the assistance of the ITS Branch (Technology Infrastructure Division) for support requirements, as outlined in the associated procedure(s).

[^ back to top](#)

Administration

Departmental Management is responsible for:

- authorizing the use of wireless devices and services in accordance with published procedures
- approving usage, long distance and service charges
- ensuring correct allocation of charges to appropriate cost centers
- ensuring the City of Ottawa is reimbursed for all personal use charges

ITS Branch determines the applicable standards, provides the wireless device and accessories, provides the service through the supplier and negotiates service parameters on behalf of the Corporation. In addition, ITS Branch ensures charges for usage, long distance and service charges are in compliance with vendor contracts and allocates to Departmental cost centers.

Financial Services Branch reconciles vendor billing against statements approved by Departmental Management and processes payments to suppliers.

[^ back to top](#)

Monitoring and Compliance

ITS Branch implements appropriate management and administrative controls to ensure compliance with this policy, and provides Departmental Management and Senior Management Team with regular usage and compliance reports.

Departmental Management must review detailed usage of airtime and other service features to ensure the City is reimbursed for any personal use costs.

[^ back to top](#)

Contraventions

Departmental Management and ITS Branch will monitor use of wireless devices and services and any non-compliance with this policy and related procedures will be investigated, and may result in disciplinary action, up to and including dismissal.

The City of Ottawa reserves the right to cancel wireless communications services immediately upon evidence of blatant abuse of this policy, including but not limited to use of the devices and services for unethical or unlawful activity.

References/Related Policies

[Employee Code of Conduct](#)

[Responsible Computing Policy](#)

Cellular Telephone Services Procedure

Integrated Wireless Communications Services Procedure (under development)

Wireless Data Modems Procedure (under development)

Key Word Search

Telecommunications-Cellular; Telecommunications-Wireless; Telephone;

[^ back to top](#)

Contact

For more information on this policy, contact ITS Branch, Technology Infrastructure Division.

[^ back to top](#)

Policy Review and Approval

SMT is responsible for approving this policy. This policy is reviewed annually and amended when necessary.

[^ back to top](#)

Appendices

Appendix A - Determining Eligibility Requirement for Cellular Services

[Cell Phone Device Request Form](#) (Word version)

Overview

Cellular devices and services will only be provided to employees/individuals that satisfy eligibility criteria. The following positions/individuals are eligible for cellular services:

1. City of Ottawa employees in management and key decision-making roles who must be accessible to their superior at any time, anywhere throughout the year. These positions include:
 - City Manager
 - General Managers
 - Directors
2. Individuals who are identified and included in a Corporate Emergency Notification Protocol.
3. Individuals who are in positions where legislative requirements or health and safety issues promote the use of a cell phone. Examples include:
 - MOH on-call
 - Public Health Inspectors
 - Day Care Supervisors
 - Recreation Program Supervisors
4. Managers and Supervisors where the Director approves a cell phone is necessary based on a requirement to answer questions and/or make decisions and/or respond to urgent operational needs on short notice and regular basis, and where the absence of a cell phone would result in significant impacts on City operations or the provision of service to the public.
5. Positions designated as "on-call" and where the phone number is associated with a function and not a person and must be moved from person to person.
6. On-call situations where the person must be available to respond and cannot be reliably contacted by land line.

Employees/individuals in other positions and roles are not eligible for cellular services unless meeting specific eligibility criteria, as determined by the process outlined below. This process will determine if the employee/individual is eligible to be considered for cellular services, as well as the appropriate, most efficient and cost effective device.

Eligibility Process

Departmental Managers should answer the following questions to determine eligibility. If the answer is "Yes" to all questions, the employee is eligible for cellular phone services at the discretion of the Departmental Manager. If the answer is "No" to any question, the employee will not be provided with cellular service.

Departmental Managers are accountable for exercising appropriate judgment in applying the criteria and determining eligibility.

Criteria	Explanation	Situations/ Examples that support the Criteria	Situations/ Examples that do not support the Criteria
Does the job require the employee to be away from their primary work site more than 20% of the time?	<p>The definition of "away from the primary work site" refers to physical absence from the primary office or work location, at which location there is ready access to a landline phone.</p> <p>"Away from the primary work site" does not apply to individuals who are away from their desk at their primary work site. It is generally accepted that employees typically may be away from their desk up to 40% of the time attending meetings, soliciting information from others, at breaks, lunch etc.</p>	<ul style="list-style-type: none"> • Persons who travel between different work sites as a daily part of their job • Persons who work out of a vehicle. • Persons who roam about a complex. 	<ul style="list-style-type: none"> • Persons who make regular trips to meetings or external organizations as part of their job duties but who do not need to be in constant contact with others while performing this job duty. • Persons who could receive instructions related to job assignments via a voice mailbox and have ready access to a landline phone.
Does the nature of the position require the employee to be available for consultation via a cell phone on an immediate and/or continuous basis?	<p>This question is meant to address the frequency and urgency of the need to communicate.</p> <p>This is a judgment call for the manager, based on assessment of the associated risk/impact to the City.</p>	<ul style="list-style-type: none"> • Persons who provide timely information, operational support, and/or technical advice to management, subordinates and/or the public. • Significant impact on City operations and/or service to the public. 	<ul style="list-style-type: none"> • Consultation has no or limited immediate impact on City operations and/or service to the public • Non-urgent or irregular consultation
Have you determined that a cell phone is the most efficient and effective method of mobile communication vs. alternatives such as voice mail, pager, and/or 2-way radio?	<p>Other devices and methods such as pagers, two-way radios, voice mail, may be less expensive and more efficient to operate.</p> <p>Geographic location, type of information being transmitted (short messages/instructions vs. confidential bi-directional dialogue) will influence effectiveness of method.</p>	<p>Cell phones would be more appropriate for:</p> <ul style="list-style-type: none"> • confidential dialogue • areas without radio coverage or landline access 	<p>Pager would be more appropriate for:</p> <ul style="list-style-type: none"> • Individual/group notification (e.g. callback) • Simple dispatching and work assignment <p>Pager would be more appropriate for:</p> <ul style="list-style-type: none"> • Complex dispatching or work assignment • Broadcast communication • Confidentiality not an issue

Appendix B - Cellular Standards and Service Plans

Effective Date: 21 March 2003

Technical Standards

Rogers AT&T: Nokia 6360

Bell Mobility: Audivox 8200

Telus Mobility (Mike): ii35 or i60

Telus Mobility (PCS): Audiovox 8300

All new activations must include a hands free kit.

Service Plan(s)

The City of Ottawa standard plan from all current Suppliers is based on minute pooling that costs approximately \$23-25 per month/account, depending on Supplier. This includes 200 minutes per phone, including call display and voice mail.

Effective December 2002, the City does not pay for additional minutes unless the total pool of minutes is exceeded. Once the total pool has been exceeded, the incremental cost per minute is \$0.10 for Rogers AT&T and \$0.20 for Bell Mobility. Bell Mobility also provides option to pre-purchase additional minute bundles at \$0.10 per minute on request.

Long distance charges are incurred in addition to the basic usage plan.

Upgrades/Accessories

Various upgrades/accessories may be available from Suppliers. Options and specifications should be discussed with ITS Branch.

Personal Usage Fees

Unlimited Evenings & Weekends:	\$10 /mth
Long Distance:	At cost

Note: ITS Branch is in on-going discussion with Service providers to negotiate more favourable rates for unlimited usage and Long Distance

APPENDIX "D"

Election-Related Resources Policy

Department: Corporate Services Department

Branch: City Clerk

Authority/Approval Date: City Council, February 12, 2003

Effective Date:

Revision Date:

Purpose:

To provide direction to Members of Council and all City staff on the administration of Corporate resources and Members' budgets with respect to election-related matters.

Principle:

In compliance with the *Municipal Elections Act, 1996*, public funds are not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

Policy Elements:

1. Campaign-Related Materials

- a. At no time shall Corporate resources and/or Members' budgets be used to sponsor or produce any campaign-related materials. For the purposes of this clause, the phrase "campaign-related materials" means those materials which promote or oppose the candidacy of a person for elected office. Subject to Clause 1(b), this prohibition is not meant to restrict Members from routinely communicating with ward constituents via advertisements, flyers, newsletters, householders or by e-mail. However, Members of Council are responsible for ensuring that any communications or activities funded by the City for each Member's office is not related to an election.
- b. In a municipal election year, Corporate resources and Members' budgets are not to be used to sponsor any advertisements, flyers, newsletters or householders from the day after nomination day up to and including voting day. This prohibition also applies to the use of any City equipment, facilities or websites if the access is City-sponsored.
- c. Notwithstanding Clause 1(b):
 - i. Where an emergency occurs during the period between the day after nomination day and voting day, a Member of Council may use Corporate resources to advise or contact their ward constituents with the approval of the City Clerk; and
 - ii. The prohibitions set out in Clause 1(b) are not applicable where the City equipment, facilities or website access are available for such use by the public generally and the Member of Council is receiving no special preference with respect to its use.

2. Staff Involvement in Elections

The City's "[Employee Code of Conduct](#)" states that employees of the Corporation may support the candidate of their choice so long as such activity does not occur during normal working hours. The policy also indicates that notices, posters or similar material in support of any candidate are not to be displayed or distributed by employees on City worksites or on City property. All staff employed by or volunteering for a Member of Council are subject to these restrictions and the prohibition against the displaying of any campaign related signs includes all ward offices, as well as the Members' offices located at City Hall. [Ref.: "Political and Community Activity", *Code of Conduct* (September 2002)]

3. Budget Administration

As approved by the Member Services Committee, in an election year, a pro-rated portion of the annual budget for each Councillor's office is to be reserved for the new term of Council. This means that up to 11/12 of the budget can be spent by the incumbent Member and 1/12 is to be reserved for the next term.

The staff of the City Clerk's Office will monitor expenditures to assist each office in ensuring that the budget threshold is not exceeded. [Ref.: Councillors' Office Manual, Section 4.4]

4. Enforcement

Should any written complaint arise regarding the use of Members' budgets or other Corporate resources in contravention of this policy, the City Clerk, or his designate, shall have the delegated authority to investigate it and resolve any issues. If a breach of this policy is found, the Member will be required to personally repay any of the costs associated with the breach.