

Date: 2021-01-11

Subject: Council Office Management Framework

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Report Number: Legislative Services-2020-199

Recommendations:

1. That the staff report titled: Council Office Management Framework, to the Governance and Council Operations Committee meeting of January 18, 2021, be received;
2. That the Council Office Management Framework, as set out in Appendix 1 to this report, be approved for inclusion in employment agreements for Council Office and Mayor's Office staff;
3. That the Governance and Council Operations Committee review and update the Council Office Management Framework on an annual basis, as part of its mandate as the steering committee for implementation of the Council Office Support Model.

Overview:

- In January 2019, City Council decided to change the Council Office support model, wherein Councillors were provided an office budget and Councillor staff became the responsibility of the Councillor, including reporting directly to the Councillor and not to a Corporate Department (as existed in previous terms).
- Through January to April 2019, a transition period ensued to implement the new Council Office support model.
- To assist Councillors and their staff understand their support staff obligations and responsibilities, a Council Office Management and Ethical Framework was drafted to guide Councillor staff in their employment obligations.
- This Framework has not yet been finalized and is recommended for adoption by Council, now referenced as the "Council Office Management

Framework” to assist in defining the relationships between Mayor’s Office and Councillor’s Office staff, their Member of Council and the Corporation.

- **On an annual basis, the Governance and Council Operations Committee should review and update the Council Office Management Framework, as part of its mandate as the steering committee for implementation of the Council Office support model, with support and guidance from Corporate staff, including Human Resources.**

Background:

On January 23, 2019, City Council passed a Resolution to change the Council Office support model to a political support model, effective April 15, 2019. As part of Council’s decision-making, Council directed the establishment of a Management and Ethical Framework for Council Members’ staff and identified the Governance and Council Operations Committee as the steering committee for implementing the new model and ongoing review of the model, as follows:

Resolution C021-2019 (Recommendation CW022-2019)

4. That the draft [Human Resources Management and Ethical Framework for Council Members’ Staff, as generally set out in Appendix 3](#) to this report, be reviewed and finalized as the basis for the staffing framework for the staff positions supporting the Councillors;
5. That the Governance and Council Operations Committee, in consultation with staff, be requested to review and guide the finalization of the draft job descriptions and framework attached to this report as the basis for implementation of Council’s decisions on a new support model;
6. That the new Council Office support model be reviewed annually, through the Governance and Council Operations Committee, to review and recommend improvements to the political support model, as appropriate;

In February 2019 and during the spring of that year, the draft framework was amended and included in some employment contracts for hired Council Office staff. In May 2019, a Council Workshop was held to review the Councillor role as a “manager” and people leader and addressed subjects included in the draft framework.

At the September 2019 Governance and Council Operations Committee meeting, an update on the Council Office model implementation noted the draft Council Office Management and Ethical Framework was to be aligned with Human Resource policies under review at that time with the intent to present a final framework to Committee in November 2019. The updated framework has not yet been presented to Committee for finalization and is now presented for final approval and ratification and titled the “Council Office Management Framework.”

Also, in September 2019, the following Resolution was passed arising from discussion by the Governance and Council Operations Committee, which should be addressed in the framework language.

Resolution C354-2019 (Recommendation GC039-2019)

Whereas Councillors are expected to comply with the Code of Conduct, that the Code extends to all Council staff and external service providers/contractors hired by Councillors

This report recommends a final Council Office Management Framework for adoption by Council and use with Mayor's Office and Council Office staff.

Current Situation:

The Council Office Management Framework describes the Councillor-employee work relationship and expectations due to the unique nature of the sub-group of City of Brampton non-union contract employees working for Councillors. While various job descriptions have been defined for different positions available for Councillors for hiring Council Office staff positions to meet individual needs and requirements, the framework is intended to govern the overall relationships and obligations for this staff group working exclusively for Members of Council.

Based on the recent discussions with Members of Council in early December 2020, the framework has been updated to reflect the following norms:

- Scope – The framework applies to the Mayor and Councillors and their respective staff..
- Accountability – Member staff are employees of the Corporation under supervision and management by the responsible elected officials.
- Consistency – Harmonization of benefits across Member staff positions in line with the City's non-union employees.
- Budget Responsibility – While elected officials are responsible for their own Council-approved operating budgets, including staffing, the Corporation will assist and may assume responsible extraordinary staffing-related expenses (i.e., leaves, exits) consistent with existing City policy and procedure.

The framework is intended to form part of the employment contract for the Mayor's Office and Council Office staff. It assists to establish and manage expectations for the Member of Council as the "manager" and the contracted staff position as the "employee" by defining roles and responsibilities and the application of specific Corporate Human Resource policies.

Appendix 1 sets out the Council Office Management Framework recommended for adoption by Council. It includes the following sections:

Background

- Preamble
- Definitions
- Corporate Policy Requirements
- Purpose
- Context and Principles
- Roles and Responsibilities

Council Member Role in Management of Member Staff

- Staff Recruitment and Hiring
- Compensation and Salary Expenditures
- Terms and Conditions of Employment
- Termination
- Duties and Limitations

Ethical Framework for Member Staff

- Duties and Responsibilities of Member Staff in relation to Code of Conduct
- Lobbying
- Conflict of Interest
- Political Activity
- Disclosure of Wrongdoing and Reprisal Protection
- Information Management
- Information Technology

On an annual basis, the Governance and Council Operations Committee should review and update the Framework, as part of its mandate as the steering committee for implementation of the Council Office support model, with support and guidance from Corporate staff, including Human Resources.

Corporate Implications:

Financial Implications: nil

Other Implications: nil

Term of Council Priorities:

This report achieves the Term of Council priority of a Well-Run City by establishing a Council support model that is responsive to the evolving requirements of a large, mature and complex City with increasing workload demands placed on elected officials.

Conclusion:

In 2019, City Council established a new Council Office support model. To assist Members and staff understand their support staff obligations and responsibilities, a Council Office Management Framework was drafted to guide Councillor staff obligations. It has been updated to reflect recent discussions with Council. This Framework is recommended for adoption by Council to assist in defining the

relationships between Mayor's Office and Councillor's Office staff, their Member of Council and the Corporation.

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Attachments:

Appendix 1 Council Office Management Framework