

## **Policy and Finance Committee Report 5**

### **17a Recommendations on Members of Council Providing Letters of Reference**

City Council on July 25, 26 and 27, 2006, amended this Clause by deleting the following Parts (a), (b), (e) and (f) of Recommendation (2) contained in the Recommendations Section of the report (April 27, 2006) from the Integrity Commissioner:

- “(a) do not provide “To Whom It May Concern” references;
- (b) confine any references to the qualifications for the particular position, grant, or other form of preferment that the requestor is seeking;
- (e) send any written reference directly to the addressee; do not give it to the candidate; and
- (f) do not provide the candidate with a true copy of any written reference; rather, if you are providing the candidate with a copy, do so on non-copiable paper or indicate in the body of the letter that it is not to be copied; and”

so that the Recommendations adopted by Council now read as follows:

“It is recommended that:

- (1) Council adopt the following rules governing Members of Council providing references for those applying for employment with the City of Toronto or appointment to a City agency, board or commission, or any other position or office with the City:
  - (a) a Member of Council shall not provide a reference in support of an applicant for employment with the City of Toronto or appointment to a City agency, board or commission, or any other position or office with the City of Toronto, unless that Member of Council has had an employment or other relevant relationship (such as that of teacher or volunteer group supervisor) with the person requesting the reference;
  - (b) even where there is such a relevant relationship, a Member of Council shall not provide a reference for any person (a) who is a relative of the Member of Council as defined in the City of Toronto’s October 2005, policy regulating the hiring of relatives of other employees or (b) whose only relevant relationship with the Member of Council has been as a member of the public service of the City of Toronto or a City of Toronto agency, board or commission (with the exception of a Member’s own staff);

- (c) in the case of City of Toronto agencies, boards and commissions (and any other situations in which Members of Council participate as decision-makers in a City of Toronto hiring or appointment process), no participating Member of Council shall act as a reference for a candidate for appointment or hiring, and, where a participating Member of Council would otherwise be eligible to act as a reference, the Member of Council shall declare that fact to the appointing authority;
  - (d) for the purposes of these rules, providing a reference includes both written and verbal references and any other form of intervention on behalf of the person in question. However, it does not extend to sending on (without comment) letters of inquiry about possible positions with the City of Toronto to the relevant hiring authority;
- (2) Council approve the following guidelines for Members of Council providing letters of reference in any context in their capacity as Members of Council:
- Unless the circumstances clearly indicate otherwise:
- (c) do not provide references where the only basis for doing so is to use the influence of your office or to help someone you know merely as a constituent, friend or relative; and
  - (d) confine the provision of references to situations where you have relevant personal experience with the candidate; and
- (3) Council refer to the Bellamy Recommendations Steering Committee the question whether there should be an addition to the Code of Conduct for the Members of Council of a provision to the effect that it is a violation of that Code of Conduct to act in contravention of any City policy applicable to Members of Council.”

**This Clause, as amended, was adopted by City Council.**