

## **NETPPAG Administrative Procedures Guideline**

### ***INTRODUCTION***

The following has been prepared to clarify various administrative practices and procedures that have evolved since initiation of the NETPP Advisory group (the group). It is intended to provide a working guideline, which will serve as a reference to the conduct of this group's activities and interaction with members, City staff and various community stakeholders. It is considered a ***living document*** and may be revised as the group's needs change. The administrative aspects of the original Terms of Reference dated March 19, 2003 have been incorporated into this document.

### ***PRINCIPLES***

- All members of the Group are seen as equal and their input is valued and important, they need to share the workload, and are expected to review/read /research material, as required.
- Members should be treated with respect, given sufficient time to input and be encouraged to participate in discussion and various sub committee activities.
- Members are encouraged to ask questions but must be respectful of ensuring fair distribution of time for questions amongst all members. Co chairs will ensure that input from members is as balanced as possible.
- The Group's purpose is primarily advisory not working, and as such City staff are expected to provide the necessary support for the work of the group.
- City staff provide assistance with research including use of available limited funds for external input (consultant, guest presenters, special research needs), regular update of city activity including sub committees, coordinate meeting requirements i.e. food, copy of materials, agenda, minutes, etc.
- All emails sent to the Public Consultation Co-ordinator are to be distributed at the discretion of the Co-chairs. The Co-chairs are responsible to view all incoming correspondence prior to distribution to the AG in order to assign action items and to ensure relevance to the group's mandate. Members can send an emails to any or all group members at any time. Emails will not be circulated outside the group without the expressed knowledge and permission of the originator. Communication by any group member to someone not in the group will be considered only the opinion of that person and not the AG as a whole. All issues including policy and technical matters relating to our mandate, should be brought to the group for consideration and action. Where necessary specific action will be relegated to sub committees as necessary.
- Advisory co chairs will attend Works Committee upon the advice from the AG on an ad hoc basis as deemed necessary.

### ***AGENDA***

The agenda should be agreed to, by the group, at the conclusion of the previous regular meeting. Members are encouraged to input to the future agenda by forwarding any items which they may wish tabled to the Public Consultation Co-ordinator designee by Friday noon same week so that a draft agenda is available to the group by two days before the next Advisory Group meeting. This will ensure that various action items and work, which may be required for agenda items, can be properly addressed ensuring adequate preparation and timing for the upcoming meeting. The agenda should have key standard items, which are dealt with during each meeting, and the structure of the agenda should follow this typical outline:

- Regular business including:
  - Minutes
  - Correspondence
  - Information Update – Staff activity updates and other meetings since our last AG meeting i.e. sub-committees, Works Committee, etc.
  - New and outstanding action items
- Major Ongoing Items,
- New/Other Business,
- Next agenda items and
- Sharing of new information

It is important that action items be tracked and their completion confirmed. Information updates are very important in keeping members up to date on other committees' activity as well as municipal initiatives, which will influence the group's work.

The group will be asked to adopt the agenda adding any items under other business which members feel are necessary and timing permits. Every reasonable effort will be made to adhere to agenda.

### ***MINUTES (meeting summary)***

For regular full group meetings, the group agreed earlier in 2003 that the minutes are really a summary of a subject and discussion and are not intended to identify the entire conversation that has taken place.

Minutes of the meeting should be drafted and sent to all members by the Friday of week before the next meeting. Members should review and provide any comments/ changes/ revisions or clarification to the Public Consultation Coordinator designee before next meeting. All changes should be tracked. The Public Consultation Coordinator will make suggested changes and review with co chairs just prior to beginning of next meeting. This should reduce time spent on minute review and adoption. Final minutes are posted on the City's web site at [www.toronto.ca/net](http://www.toronto.ca/net). The Public Consultation Coordinator will email a final version of the minutes to the AG.

Minutes should capture the essence of a subject, discussion and action required. Presentations, deputations' et al should be appended to minutes as an attachment.

For sub committee meetings, a summary of the discussion, conclusions, recommendations and/or future action should be prepared and verbally presented to all members by a volunteer of the sub committee. A draft agenda should be circulated before hand to enable summary notes.

## ***MEETINGS***

The co chairs and others as necessary should meet prior to the meeting, to clarify minutes, agenda, and action items, et al so that the meeting can convene promptly at 6:00 pm.

At the beginning of each meeting, the group will be asked for agreement on the agenda and any changes (including time allotments) will be discussed and considered quickly by the group.

The meeting will be run utilising Robert's Rules of Order as necessary.

A quorum for voting etc is necessary and consists of the presence of 2 experts and 4 citizen members. In the event a quorum is unattainable, the meeting should proceed, but no authorizing activity (i.e. voting) should transpire until a quorum is achieved. In the event no quorum is achieved during the meeting, then the minutes should reflect this and all authorizing activity would be rolled over to the next meeting.

The group will use the consensus model for decision-making but will utilise voting procedures as necessary with a two-thirds majority vote for carriage.

Previous action items should be briefly tabled at the meeting as to their status and likely completion date so as to minimise time spent on items which are still outstanding.

Time has been allotted for each agenda item and it is the co chairs responsibility to keep the meeting on schedule. In achieving this, it may be necessary to limit time and questions from the group. An extension of time or deference to the next meeting will be taken under consideration.

For each agenda item, each member will be allowed one question on topic and a maximum of 5 minutes for speaking. A member can speak again only after all other members who have a question, have done so and there is time remaining.

Once the agenda is agreed to, the AG should adhere to it including time allotted to each item.

- If someone goes off topic, it would be ruled out of order.
- If there is a desire to continue on an item past it's allotted time, a vote would be taken without debate recognising that this time may decrease time for other agenda items.

Permitting questions from the community during the meeting is at the discretion of the co chairs and will normally be acknowledged only when there is available time and their input is appropriate for a particular issue.

External inquiries to the group should be directed to the Public Consultation Co-ordinator designee for coordination, follow up and ultimate response.

Councillors may ask a question or comment anytime throughout the meeting with a 5-minute maximum on a particular issue.

There should be 10 minutes set aside, as necessary, at the end of each meeting for other business where a member can raise any other issues that were not on the agenda. These items should be identified at the beginning of the meeting.

## **SUB COMMITTEE MEETINGS**

Sub Committees meet on an “as required” basis for the purpose of dealing with specific issues (eg the Technical S C dealt with the Definition of Incineration). There are formally recognized members to any Sub Committee but attendance at a S C Meeting is more informal in that other AG members, who are not S C members may also attend and participate, as can interested members of the public who are not AG members.

Each Sub Committee will be organized and operated by two Co-Chairs, one who volunteers/chosen by S C initially for duration of committee and for stewardship at AG meetings, the other being an AG Co-Chair.

The purpose of Sub Committee meetings is that of reaching a consensus/recommendation on any issue that can be brought before the AG for final resolution. Notable differences of opinion are also to be reported to the AG.

The agenda is organized by the Co-chairs and while there are no official minutes taken they will make a verbal presentation on the outcome/progress at a following AG meeting. The AG can deliberate on this Summary and may choose to adopt, reject, or modify any recommendation coming from a Sub Committee.

Members of the AG who committed their participation to a S C should ensure to advise the Co-chair if they cannot attend. A quorum will be the only formal procedure required at S C level for any critical votes (those members present or consensus by e-mail) on issues that will represent that S C’s recommendations before the AG. A quorum will include one Co-Chair, and there should be a minimum of one half of the recognized members on a Sub Committee.

## **LEARNING PLAN**

### *Mission Statement*

Attendance at conferences, workshops, tours, seminars including guest speakers, education training materials, film etc is supported by the City as a vital part in making the NETPP Advisory Group better and more properly equipped to engage in the process of making informed decisions through a consensus process towards achieving the group’s solid waste diversion/disposal mandate.

### *Procedure*

- Applications should be submitted to the group Co-chairs for review, consideration and recommendation for approval or denial.

- Requests must meet the following criteria
  - Venue must be relevant to group's mandate
  - Venue should be part of group's learning plan
  - Funding must be available
  - Venue details must comply with City's travel attendance function guideline which has been attached as Appendices A, B & C
- Applications will be reviewed by Co-chairs and if acceptable forwarded to G Rathbone Director Policy and Planning SWMSD or his designee for final approval. This decision is final
- Attendee would be expected to attend the entire session as planned, obtain all relevant education materials and provide the group with a presentation and materials to ensure valued sharing of the experience.

#### *Budget*

The City has allocated \$ 20,000 to cover expenses associated with registration travel and accommodation for the 2004 period.

#### *Learning Plan*

Appendix D outlines a draft learning plan for the remaining 2004 period.

### ***DEPUTATIONS***

Public deputations will be scheduled as needed and presentations will be limited to 5 minute maximum with 3 minutes for questions. A copy of the presentation should be provided to the Public Consultation designee for record.

### ***ATTENDANCE***

Members of the group are expected to attend all meetings where possible. Members who will be absent should notify the group through an email/voice mail to the Public Consultation designee. Anyone who repeatedly misses meetings will be brought to the attention of the group for action. Someone who misses 3 consecutive meetings without reason will be automatically removed from the group unless there are extenuating circumstances.

### ***TERMS OF REFERENCE***

Detailed terms of reference dated March 19, 2003 for the group have been prepared and can be obtained from the Public Consultation designee. Each member has been previously provided with a copy.

### ***EXTERNAL COMMUNICATION AND MEDIA CONTACT***

DRAFT

The Co-chairs will act as spokespersons on behalf of the AG when the need arises to engage in external communication and media contact. Specific questions will be delegated to either of the subcommittee chairs as required. All spokespersons will only represent views for which there is AG consensus. A record of media requests/contact will be maintained and reported on at AG meetings as one of the Regular Agenda Items under 'Correspondence & Contacts.'

Should AG members be approached by the media, they will refer them to the designated spokespersons, and if appropriate to the Web site as an information resource. A summary of the AG resolutions will be listed on-line in one place that's easy to find to facilitate such requests. Should other AG members be approached for comment as an individual or as a representative of an organization, it must be made clear that he/she is not speaking on behalf of the AG but is speaking either as an individual or as a representative of that particular organization.

The above draft protocol is based on the following motion carried unanimously at the April 7, 2004 AG meeting:

*"The Co-chairs will act as spokespersons on behalf of the Advisory Group. Some questions will be delegated to the subcommittee chairs when necessary. The spokespersons will only represent views for which there is Advisory Group consensus. A media contact list will be kept."*

### ***OTHER***

If a member is dissatisfied with how an issue is being addressed in or outside the AG, they should move a motion related to this so that the views of the AG, in agreement or not with that member, can be known.

There is a need to prepare a work schedule, that reflects the ongoing strategic plan, detailing the mission, vision, objectives, milestones and measures in accomplishing the group's mandate. The work schedule needs to be updated on a regular quarterly basis. The mission, vision and objectives should be revisited annually to ensure that the AG stays on course.

## **Appendix A:**

### **Attendance at Conferences/Seminars and Business Travel for Staff and Councillors**

#### ***Definition:***

#### **Conferences/Seminars for Staff and Councillors**

- A conference is an event sponsored by a professional, trade or a similar association that involves a series of presentations or discussions, related to the purposes and goals of the association or the goals of the City.
- A seminar is a compact program of not more than five working days, that is educational in nature but not necessarily offered through an approved academic institutions or professional body, and is for an individual's professional development.

#### **Business Travel for Staff (outside the GTA)**

- Travel necessary to carry out duties directly related to staff job responsibilities.
- Travel by staff undertaken in their capacity as an executive of a professional association where membership has been paid by the department.
- Travel to an event where a member of staff is a speaker, panel participant or presenting a paper where participation is formally recognised on the agenda.
- Travel to training events other than seminars
- Travel to participate in study or inspection tours, visits, or meetings when specifically directed by Council.

#### **Business Travel for Councillors (outside the GTA)**

- Travel on association business by a Member of Council elected or appointed to the executive, board, section executive, task force or committee such as the Federation of Canadian Municipalities (FCM), Association of Municipalities of Ontario (AMO), International Union of Local Authorities, Work Association of Major Metropolises, International Council for Local Environmental Issues or Ontario Good Roads Association.
- Travel to participate in study or inspection tours, visits or meetings when specifically directed by Council.
- Travel necessary to carry out duties directly related to a Member of Council's responsibilities as a Chair or Vice Chair of a City Agency, Board or Commission.

*Day to day business travel within the Greater Toronto Area (GTA) such as kilometerage, TTC fares, GO Transit and parking are to not covered by this Form and are to be claimed through Payroll.*

The GTA includes the City of Toronto and the Regions of Durham, York, Peel and Halton.

#### ***Approvals:***

- Written approval is required at least ten business days in advance of attendance at conferences/seminars or business travel outside the GTA is undertaken.

**Approvals for Staff**

- Conference/Seminar expenditures are limited to \$3,500.00 Cdn per event per staff member. Council approval is required for events exceeding \$3,500.00. Staff travel outside the GTA requires pre-approval by the Commissioner. Staff travel outside of Canada requires pre-approval by the Chief Administrative Officer. Copies of the approved “Request for Authorization” must accompany all Cheque Requisitions for advance payment of registration fees for seminars/conferences and advances to employees/Councillors.
- Based on the total estimated cost of the events and the location requirements above, the following approvals are required for attendance at conferences and seminars:
- Commissioner or designate approves for staff in the department.
- Commissioners approve for Directors.
- Chief Administrative Officer approves for Commissioner.
- Mayor or designate approves for Chief Administrative Officer.
- Business travel is subject to the same staff approvals as conferences/seminars, however, no City Council approval is required.

**Approvals for Councillors**

- Council approval is required for conference/seminar events exceeding \$3,500.00 Cdn inclusive of registration, travel, accommodation and all related expenses.
- Business travel does not require Council approval, subject to the availability of funds in the Council Business Travel Budget.

**Eligible Costs, Expense Limits and Receipt Requirements**

- **Registration Fees:** Copy of registration document required. Registration fees should be paid in advance directly by the City to the conference or seminar payee in the appropriate currency. A cheque requisition accompanied by a copy of this form attached is used to make the payment.
- **Accommodation:** Reimbursement limited to standard single room at the lesser of government rate or actual cost. Receipts are required.
- **Travel:** Reimbursement limited to economy class by air where applicable. If alternative means of transportation (e.g. train, bus, automobile) is used, reimbursement is limited to the lesser of the actual cost and economy class airfare. Ticket receipts are required. Except where kilometrage is claimed, receipts are required for reimbursement of all gasoline costs. Any claims for kilometrage must be included in the total Expense Claim for that conference. Travel arrangements should be made through the authorized Corporate Travel Agent who is required to obtain the lowest rate available.
- **Ground Transportation:** Cost of transportation between home/office to terminal between terminal and accommodation. Receipts are required.
- **Sundry Expenses:** Applicable only for overnight stay out of town. Expenses include meals, telephone, entertainment and local transportation (excluding ground transportation between accommodation and the terminal), including the day of departure and return. Reimbursement

is up to \$65.00 Canadian funds per day in Canada, and up to \$65.00 U.S. funds per day outside of Canada. No receipts are required.

- **Advances:** Advance payments may be requested for accommodation, the sundry expenses per diem and ground transportation. Any advance payment requests must be submitted on a separate cheque requisition and sent to Accounts Payable with a copy of this form attached. Advances should not be requested more than 15 business days of the start of the event.

**Reports on Conference/Seminar attended**

Staff shall file a written report within 30 days of the event with the Department Head outlining the benefits derived from the conference/seminar attended. The Department Head shall file a report with the CAO.

## **Appendix B:**

### **Conferences/Seminars/Business Travel Approval/Advances and Expense Claim Procedures**

#### **Definition:**

- A conference is an event sponsored by a professional, trade or a similar association that involves a series of presentations or discussions, related to the purposes and goals of the association or the goals of the City.
- A seminar is a compact program of not more than five working days, that is educational in nature but not necessarily offered through an approved academic institutions or professional body, and is for an individual's professional development.
- Business travel includes travel outside the City that is required for staff and Councillors to conduct the business affairs of the corporation, to attend training events other than seminars and participation in study or inspection tours.

Day to day business travel within the GTA (kilometrage, TTC fares and parking) are to not covered by this procedure and are to be claimed through Payroll.

#### **Forms to be Completed:**

1. Request for Authorization to attend conferences and seminars.
2. Cheque Requisition for registration and advances.
3. Expense Claim upon completion of the event or business travel.

#### **Procedures:**

1. The "Request for Authorization" form should be completed by the attendee and approved within a minimum of 10 business days prior to the conference/seminar. The authorization requirements are detailed on the back of the Request for Authorization form. Once approved, the form should be held by the approver until such time as the expense claim is filled out by the attendee.
  - Council pre-approval is required for events exceeding \$3,500
  - CAO pre-approval is required for travel outside of Canada
  - Commissioner pre-approval is required for travel outside the Greater Toronto Area (GTA)

The GTA includes the City of Toronto and the Regions of Durham, York, Peel and Halton.

2. An attendee may request a cash advance for accommodation, ground travel and sundry expenses via a cheque requisition with a copy of the "Request for Authorization" attached. Cheque requisitions should also be used for any required prepayments, such as conference registrations and accommodation deposits. Cash advances should not be requested more than 15 business days of the start of the event.

3. The Expense Claim should be completed by the attendee and submitted to the approver within 10 business days after the end of the conference/seminar or business travel event. The Expense Claim must be submitted to Accounts Payable, Accounting Services, 14<sup>th</sup> Floor Metro Hall, 55 John Street, Toronto properly authorized, with the original receipts and the original "Request for Authorization" whether the employee/Councillor is seeking reimbursement or not. The approved Expense Claim will initiate the reimbursement, *a separate cheque requisition is not required*. If the amount advanced exceeds the actual costs of the conference/seminar, then a cheque payable to "the City of Toronto" must be attached to the expense claim form and submitted to Accounts Payable.

***Advances:***

Registration should be paid directly by the City of Toronto to the Conference payee in the applicable currency, whenever possible. A copy of the registration form must accompany the cheque requisition. The original receipt must be submitted with the Expense Claim form.

Advances payable to the Staff/Councillor may be requested by submitting a "Cheque Requisition" to Accounts Payable with a signed copy of the "Request for Authorization". The amount of the advance will not exceed the estimated cost for accommodation, ground travel and the total per diem amount.

## Appendix C:

### Expense Claim Completion Guidelines

Expense claim for attendance at conferences/seminars and business travel must be filed within 10 business days of return from the event supported by original receipts where applicable. A cheque for any balance owing, payable to the City of Toronto, should be submitted with this claim form.

1. Check off the appropriate box at the top of the form to indicate the type of travel undertaken, according to classification in original authorization to travel.
2. Complete the general information regarding the travel as indicated.
3. Provide all details required for the **Final Statement of Expenses**. Include all registration fees, transportation, and other expenses incurred for the conference/seminar including those that have been prepaid by the City. When travel is outside of Canada, include all expenditures incurred in the applicable currency under "Foreign Currency". Convert these expenses to Canadian amounts using the actual exchange rate paid (as evidenced by bank or credit card statements) or use the applicable rate obtained from Finance for the month. Include all other expenditures incurred in Canada under "Total incl. all taxes Canadian \$".
4. Sign and date the form, and include printed name for Departmental approval and obtain approval.
5. Submit the completed form along with the attachments (original receipts and the original approved "Request for Authorization Form") to Accounts Payable, 14<sup>th</sup> Floor, Metro Hall, 55 John Street, Toronto, ON M5V 3C6 for reimbursement. If you owe the City a refund then attach a cheque payable to the "City of Toronto".

<b>Expenditure Limits and Required Documentation</b>			
<b>Expenses</b>	<b>Amount to be Claimed</b>	<b>Maximum Financial Limit</b>	<b>Receipts Required</b>
<i>Registration Fees</i>	All registration fees for conferences, seminars and training courses as applicable	None.	Yes. Where possible the fees should be paid by the City directly to Organization.
<b>Accommodation</b>	Room rental, hotel parking, all applicable local taxes and service charges only.  Personal charges such as telephone calls, movie rentals and room service, etc are not to be included in the amount claimed here. These expenses are covered under the \$65.00 per diem.	Single standard room, at the lesser of government rate or actual cost.	Yes. Original hotel statement must be attached.
<b>Travel</b>	The total cost of all air, inter-city rail and bus tickets required to travel to the destination and return outside the GTA. If the traveller used his/her own automobile rather than a public carrier, kilometrage may be claimed at the current approved rate for the distance travelled.	Lesser of economy class airfare and the actual cost of alternate transportation (e.g. bus, train, automobile.	Yes. Except where kilometrage is claimed. All ticket stubs or proof of payment are to be attached.
<b>Ground Transportation</b>	Reasonable economic means of transportation between residence and terminal, and between terminal and hotel. This may include charges such as taxi, local or airbuses and trains. Car rentals should be included where required.	None.	Yes. If claiming Car rental, attach statement from car rental company and gas receipts.
<b>Sundry Expenses</b>	Applicable only for overnight stay out of town. Expenses include meals, telephone, entertainment and other local transportation. The allowance is up to \$65.00 Canadian dollars (CND) per day in Canada and up to \$65.00 American dollars (USD) per day outside	<b>Within Canada:</b> \$65.00/day CAD  <b>Outside Canada:</b> \$65.00/day USD	None.

	of Canada. No receipts are required.		
<b>Advances</b>	An advance may be requested for accommodation, sundry expense per diem and ground transportation. Any unspent advances must be remitted to the City with the expense claim	To expected cost of per diem, accommodation and ground transportation	Advances must be deducted from the total expenses to determine if the City is owed money or the employee/Councillor.

**OTHER EXPENSES:**

Miscellaneous employee expenses – use Payroll Form PB0016  
 Kilometerage and Parking (within the GTA) – use Payroll Form PB0017

## **Appendix D: Learning Plan**