

APPENDIX 1 – Council Decisions consolidated into the Human Resources Management and Ethical Framework

Changes to incorporate existing Council authorities			
#	Section	Change	Reason
1	Section 1.2 – Definitions & Section 2.2 - Staff Recruiting and Hiring	<p>Add definition of Relatives:</p> <p>RELATIVES</p> <p>For the purposes of this policy, relatives shall be defined as:</p> <ul style="list-style-type: none"> (i) spouse, including common-law; (ii) parent, including step-parent and legal guardian; (iii) child, including step-child; (iv) sibling; and (v) any person who lives with the employee on a permanent basis. <p>Add the following to Section 2.2:</p> <ul style="list-style-type: none"> • Members may not hire their relatives or relatives of other Members into their offices. • A sole exception allows a staff member to continue working for a Member if they become a relative as a result of election, appointment or marriage. 	<p>To reflect Council decisions on hiring relatives:</p> <p><i>As adopted by City Council at its meeting on June 7, 8 and 9, 2000 (see Administrative Committee Report 13, Clause 4) and amended at its meeting on September 25, 26, 27 and 28, 2006 (See Attachment 12 [Notice of Motion J34]])</i></p>
2	Section 2 – Members' Role in Human Resources Management of Members' Staff, subsection under Terms and Conditions of Employment	<p>Add:</p> <ul style="list-style-type: none"> • Members may delegate to one or more of their direct reports the approval of staff attendance using the City's eTime Self- 	<p>To reflect Council decision adopted April 7, 2021 on using e-Time:</p> <p>GL21.16 - Implementing Online Timesheets for Council Members' Staff</p>

		Time Reporting via the Employee Self Service portal.	
3	Section 2.5 – Termination	<p>Added:</p> <ul style="list-style-type: none"> During a Mayoral vacancy, the Deputy Mayor will provide administrative management of the Member's staff. 	<p>To reflect Council decision, adopted June 26, 2018 on the role of the Deputy Mayor in a Mayoral vacancy:</p> <p><u>EX35.20 – Council Member Administrative Matters, Polices and Procedures</u></p>
4	Section 2 – Members' Role in Human Resources Management of Members' Staff	<p>Add a new section 2.7 – References:</p> <ul style="list-style-type: none"> Members can provide references for their current and former staff if there is a relevant employment relationship as per and subject to Member of Council Letter of Reference Policy in Appendix B. <p>Add a corresponding definition in section 1.2 for Reference –</p> <p>REFERENCE Both written and verbal references and any other form of intervention on behalf of the person in question.</p>	<p>To reflect Council decision, adopted July 25, 26 and 27, 2006 on Members of Council providing Letters of Reference as per:</p> <p><u>Policy and Finance Report 5, Clause 17a "Recommendations on Members of Council Providing Letters of Reference"</u></p>
5	Section 3 – Ethical Framework for Members' Staff	<p>Add the following sentence into the opening paragraph of the section:</p> <p>The Integrity Commissioner has been assigned the duty of Ethics Executive for Members staff. Members staff can consult with their</p>	<p>To reflect Council decision, adopted November 13 and 14, 2024 on assigning the Integrity Commissioner as Ethics Executive for Members staff as per:</p> <p><u>CC23.3 – Updates on</u></p>

		<p>Member and with the Integrity Commissioner on advice related to their ethical obligations as set out in this Framework.</p> <p>Modify an existing sentence in section 3.3 Conflict of Interest to incorporate reference to the Integrity Commissioner to read as follows:</p> <p>“Members' staff should consult with the Integrity Commissioner for advice to determine if they personally have a conflict of interest in a specific situation. They may also consult the Member, if they wish. If the Integrity Commissioner advises Members' staff they have a conflict of interest, they must disclose the advice to their Member.”</p>	<u>Addressing Workplace Harassment and Discrimination.</u>
6	Section 3 – Ethical Framework for Members' Staff	<p>Add new section 8 – Post-Employment Restrictions</p> <p>8. Post Employment Restrictions</p> <p>1. Employment Restrictions within the Severance Period</p> <ul style="list-style-type: none"> • Upon receipt of a severance, a Member's Staff will be restricted from being rehired by another Member of Council or being hired into the Toronto Public Service for a period equivalent to the length of time 	<p>To reflect Council decision adopted on October 5, 6 and 7, 2016 on how Member staff can be re-hired after receiving severance:</p> <p><u>EX17.4 "Reviewing Re-Hire Provisions in Members' Staff Contracts"</u></p>

		<p>the severance was based on;</p> <ul style="list-style-type: none"> • A severed Member's staff will be able to work for another Member of Council or to be hired into the Toronto Public Service during the restriction period if they pay back the severance received; and • A severed Member's staff may defer receipt of their severance for up to three months from the day of termination in order to secure employment with another Member of Council or to continue participation in a Toronto Public Service hiring process. 	
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