Monday, May 9, 2016
9:30 AM. – Regular Meeting

Council Committee Room – 4th Floor – City Hall

Members:
Regional Councillor G. Gibson – Wards 1 and 5 (Chair)
Regional Councillor M. Palleschi – Wards 2 and 6 (Vice-Chair)
Regional Councillor E. Moore – Wards 1 and 5
Regional Councillor G. Miles – Wards 7 and 8

For inquiries about this Agenda, or to make arrangements for accessibility accommodations for persons attending (some advance notice may be required), please contact:
Terri Brenton, Legislative Coordinator
Phone (905) 874-2106, TTY (905) 874-2130, cityclerksoffice@brampton.ca

Note: Some meeting information may also be available in alternate formats, upon request
Note: Please ensure all cell phones, mobile and other electronic devices are turned off or placed on non-audible mode during the meeting. Council Members are prohibited from sending text messages, e-mails and other electronic messaging during the meeting.

1. Approval of Agenda

2. Declarations of Interest under the Municipal Conflict of Interest Act

3. Consent

* The following items listed with an asterisk (*) are considered to be routine and non-controversial by the Committee and will be approved at this time. There will be no separate discussion of any of these items unless a Committee Member requests it, in which case the item will not be consented to and will be considered in the normal sequence of the agenda.

(nil)

4. Announcements

5. Delegations

6. Staff Presentations

7. Reports

8. Other/New Business

8.1. Material from Peter Fay, City Clerk, Corporate Services, re: Acting Mayor Information Package.
9. **Deferred/Referred Matters**


**Note:** This matter was referred to this Committee pursuant to Recommendation CS057-2016, passed by the Corporate Services Committee on April 20, 2016, approved by Council on April 27, 2016, as follows:

"That a clarification discussion regarding the intent of Council Resolution C173-2015, establishing the current Council Office support model, be referred to the Member Services Committee for further discussion."

10. **Notice of Motion**

11. **Correspondence**

12. **Councillors' Question Period**

13. **Public Question Period**

15 Minute Limit (regarding any decision made at this meeting)

14. **Closed Session**

15. **Adjournment**

**Next Meeting:** Monday, September 12, 2016 – 9:30 a.m.
The Acting Mayor position is a non-elected position within the Brampton City Council, established by Council’s Procedure By-law 160-2004, as amended. The Acting Mayor basically fulfils the duties and responsibilities of the Mayor or Head of Council, when the Mayor is absent.

In accordance with the Procedure By-law, each City Councillor and Regional Councillor (listed alphabetically first by City Councillor then Regional Councillor) is assigned a month to serve as the Acting Mayor in the event the Mayor is absent (illness, vacation or approved leave), unavailable to carry on her duties due to illness or otherwise, or the position is vacant, as follows:

If a designated Member is unavailable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next Member on the roster.

Roles and Responsibilities of the Acting Mayor:

In accordance with section 242 of the Municipal Act, 2001, when the Mayor or Head is absent, refuses to act or the office is vacant, the Council may, by by-law, appoint a member of Council to act in the place of the Head of Council. The Acting Mayor has all the powers and duties of the Head of Council.

In accordance with the Procedure By-law, the Acting Mayor’s specific duties include:

- all the powers and duties of the Mayor
- for a meeting of the Council, in the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Acting Mayor shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the Mayor

Appendix 1 contains relevant extracts from the Municipal Act, 2001, in regard to the Acting Mayor. Appendix 2 contains relevant extracts from Procedure By-law 160-2014, as amended, in regard to the Acting Mayor. Appendix 3 contains the Council Event Protocol, which references the Acting Mayor.
Extracts from *Municipal Act, 2001*, Regarding “Acting Mayor”

**PART VI**

**PRACTICES AND PROCEDURES**

**MUNICIPAL ORGANIZATION AND ADMINISTRATION**

**Role of council**

224. It is the role of council,

(a) to represent the public and to consider the well-being and interests of the municipality;
(b) to develop and evaluate the policies and programs of the municipality;
(c) to determine which services the municipality provides;
(d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
(d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
(e) to maintain the financial integrity of the municipality; and
(f) to carry out the duties of council under this or any other Act. 2001, c. 25, s. 224; 2006, c. 32, Sched. A, s. 99.

**Role of head of council**

225. It is the role of the head of council,

(a) to act as chief executive officer of the municipality;
(b) to preside over council meetings so that its business can be carried out efficiently and effectively;
(c) to provide leadership to the council;
(c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1);
(d) to represent the municipality at official functions; and
(e) to carry out the duties of the head of council under this or any other Act. 2001, c. 25, s. 225; 2006, c. 32, Sched. A, s. 100.

**Substitution**

226. A municipality may, with the consent of the head of council, appoint a member of council to act in the place of the head of council on any body, other than on the council of another municipality, of which the head of council is a member by virtue of being head of council. 2001, c. 25, s. 226.

**Head of council as chief executive officer**

226.1 As chief executive officer of a municipality, the head of council shall,

(a) uphold and promote the purposes of the municipality;
(b) promote public involvement in the municipality’s activities;
(c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and

(d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents. 2006, c. 32, Sched. A, s. 101.

PROcedure BY-Law

Definitions

238. (1) In this section and in sections 239 to 239.2,
“committee” means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one or more councils or local boards; (“comité”)
“local board” does not include police services boards or public library boards; (“conseil local”) “meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them. (“réunion”) 2001, c. 25, s. 238 (1); 2006, c. 32, Sched. A, s. 102 (1, 2).

Procedure by-laws respecting meetings

(2) Every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings. 2001, c. 25, s. 238 (2).

Notice

(2.1) The procedure by-law shall provide for public notice of meetings. 2006, c. 32, Sched. A, s. 102 (3).

Outside municipality

(3) The procedure by-law may provide that meetings be held and public offices be kept at a place outside the municipality within an adjacent municipality. 2001, c. 25, s. 238 (3).

Presiding officer

(4) The procedure by-law may, with the consent of the head of council, designate a member of council, other than the head of council, to preside at meetings of council. 2006, c. 32, Sched. A, s. 102 (4).

Secret ballot

(5) A presiding officer may be designated by secret ballot. 2006, c. 32, Sched. A, s. 102 (4).

Calling of meetings

240. Subject to the procedure by-law passed under section 238,
(a) the head of council may at any time call a special meeting; and
(b) upon receipt of a petition of the majority of the members of council, the clerk shall call a special meeting for the purpose and at the time mentioned in the petition. 2001, c. 25, s. 240.
Head of council

241. (1) The head of council, except where otherwise provided, shall preside at all meetings of the council. 2001, c. 25, s. 241 (1).

Power to expel

(2) The head of council or other presiding officer may expel any person for improper conduct at a meeting. 2001, c. 25, s. 241 (2).

Absence of head

242. A municipality may, by by-law or resolution, appoint a member of the council to act in the place of the head of council or other member of council designated to preside at meetings in the municipality’s procedure by-law when the head of council or designated member is absent or refuses to act or the office is vacant, and while so acting such member has all the powers and duties of the head of council or designated member, as the case may be. 2006, c. 32, Sched. A, s. 105.
Appendix 2

Extracts from Procedure By-law 160-2004, as amended,
Regarding the “Acting Mayor”

3. MAYOR NOT PRESENT

3.1 When the Office of the Mayor is vacant, or when the Mayor is unable to carry on her duties through illness or otherwise, or when the Mayor is absent from the office in the course of her duties, or on vacation or an approved leave, there shall be an Acting Mayor who shall have all the powers and duties of the Mayor.

3.2 At the beginning of each term of the council, the Clerk shall prepare and circulate a list setting out the month(s) during which each member of the council may be called upon to hold the position of Acting Mayor.

3.3 The aforementioned Acting Mayor list shall be prepared by listing the City Councillors in alphabetical order, followed by the Regional Councillors in alphabetical order.

3.4 Should any designated member be unable to carry out the duties of Acting Mayor, the designation of Acting Mayor will automatically pass to the next member on the alphabetical listing.

5. CALLING A MEETING TO ORDER AND QUORUM

5.1 The chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting that a quorum is present.

5.2 (a) For a meeting of the council, in the event the Mayor does not attend within fifteen (15) minutes after the time appointed for a meeting, the Acting Mayor shall assume the chair for the meeting and call the meeting to order and shall preside until the arrival of the Mayor and, while presiding, shall have all the powers of the Mayor.
Purpose:
The purpose of this document is to outline the protocol and procedure for all corporate involving the Mayor or Members of Council.

Scope:
This protocol applies to all City departments, the Mayor’s Office, and Council Office requesting the attendance of the Mayor and/or Member of Council at an eligible event.

Definitions & Acronyms:
CAO – Chief Administrative Officer of the City of Brampton
ELT – Executive Leadership Team at the City of Brampton
FSEO – Festivals and Special Events Office at the City of Brampton
Member of Council – a City or Regional Councillor
MP – Member of Parliament (Federal)
MPP – Member of Provincial Parliament
SOP – Standard Operating Procedure

Procedure:
1.0 General
1. All requests for the Mayor's attendance at, or participation in, functions or events must be submitted in writing to the Office of the Mayor by the appropriate City department or external organization sponsoring or hosting the activity a minimum of four weeks prior to the event.

2. If the Mayor is not able to attend a function, the following is the precedence order:
a. Acting Mayor
b. One of the ward Councillors- if the event is geographically focused
c. The relevant Committee Chair if the event is functionally focused
d. The relevant Committee Vice-Chair- if the function is functionally-focused
e. Another available Councillor

3. When the Mayor attends a function that is of interest to a local Ward City and Regional Councillor and/or located in their ward, the applicable City and Regional Councillor will also be asked to attend by the Mayor.

4. The Mayor's Chain of Office shall be worn during Council meetings, all events, official openings, parades etc. as often as possible at the discretion of the Mayor.

5. The Mayor and Members of Council must be addressed formally by their elected office titles in all written correspondence and at all events or functions, including social events where members of the public are present.

6. When the scheduled event is a City function, the Mayor and all attending Councillors are to be included in any pictures which are taken

2.0 Order of Speakers

1. The CAO is designated as the Master of Ceremonies for any Corporate, City-sponsored, City co-sponsored or related event or activity where the City has a vested interest. If the CAO is not available to perform this role, he/she shall designate an alternate from the ELT.

2. The Mayor or Acting Mayor will speak first and convey official greetings from the City followed by any other applicable remarks.

3. Other speakers will follow the Mayor as appropriate or applicable in the following order; MP, MPP, Regional Councillor, City Councillor.

4. Subject to the nature of the event and attending dignitaries, the general order of precedence for speaking will be the federal government, provincial government and municipal government.

3.0 Official Openings and Park/Plaque Dedications

The City Councillor for the Ward in which the property is located chairs the opening. Elected officials speak before other speakers, in the following order:
1. Mayor or Acting Mayor;
2. Regional Chairman or Regional Councillor representing the ward (if applicable);
3. Area MP; and
4. Area MPP

4.0 City Parades/Events/Processions

Elected officials appear in parades/events/processions in the following order:

1. Mayor;
2. Members of Council (riding in or on a common vehicle, or appearing in order of the wards they represent);
3. Regional Chairman;
4. Provincial government representative; and
5. Federal government representative.

5.0 Municipally Sponsored Banquets/Award Dinners

1. The Mayor, Acting Mayor or City or Regional Councillor as designated by the Mayor is seated at the head table and is called upon to convey greetings from the City of Brampton.

2. When the Mayor, Acting Mayor or designated City or Regional Councillor is also the main speaker at the banquet, he/she is seated in the centre of the head table adjacent to the podium location.

6.0 Flag Raisings

1. The Mayor, Acting Mayor or a City or Regional Councillor shall officiate at all flag raisings.

2. Flags of Canada, Ontario and Brampton are flown at all official functions. The flag of Canada shall be located in the centre, the flag of Ontario on the left, and City of Brampton flag on the right.

7.0 Private Functions/Events

The protocol for these events is determined by the host organizations and/or individuals in charge of the event in consultation with the Office of the Mayor. If the Mayor, Acting Mayor or a Member of Council are invited as speakers, it is appropriate that they be invited to speak according to the Order of Speakers indicated in Section 1.0 and 2.0 of this Procedure.
8.0 Exceptions

Should the Prime Minister, Premier, Her Majesty the Queen and/or the Official Representative of Her Majesty the Queen attend an event, their placement and participation is controlled by protocol associated with the offices they hold. Staff from their respective offices will assist with proper arrangements and identify any special requirements. The official protocols established by these respective offices shall take precedence over protocol and procedures in this SOP.

**Related Documents:**

**Accountability:**

The Manager of Festivals and Special Events and the Mayor’s Chief of Staff are responsible for ensuring that all events and other related activities are in compliance with this SOP.

The Manager of Festivals and Special Events is responsible for reviewing and updating this SOP as required.

The FSEO is responsible for:

1. Upon notice of an event or function, develop a comprehensive program proposal
2. Organize event in consultation with the Office of the Mayor, City departments, provincial and federal protocol offices and/or other groups as required.
3. Prepare, organize and implement all protocol and/or special recognition materials as appropriate.
4. Upon completion of an event or function, evaluate results and prepare appropriate acknowledgements.
5. Provide ongoing protocol advice and support to the Mayor, Members of Council and City departments as required.
6. Provide advice and/or assist community groups and other stakeholders with standard protocol requirements related to City sponsored events and official flag raisings etc. as appropriate.
# Council Event Protocol

## STANDARD OPERATING PROCEDURE

### Contacts:

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<tr>
<th>Name:</th>
<th>Role:</th>
<th>Department/Area:</th>
<th>Contact #</th>
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<tr>
<td></td>
<td>Manager, Festivals and Special Events</td>
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### Director(s) Approval – Version Number X

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<thead>
<tr>
<th>Director(s) name/Title</th>
<th>Dept</th>
<th>Date Approved</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Thomas Plant</td>
<td>Strategic and Enterprise Services</td>
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N. **Notices of Motion**

N 1. Notice of Motion re: **Reconsideration of Council’s Decision on the Council Office Support Model**

Note: Council agreed to vary the order of business to deal with this item before Item K 1.

A revised motion (updated second “whereas” statement) was distributed at the meeting and considered as follows, with the required two-thirds majority vote obtained.

C172-2015  Moved by City Councillor Fortini  
Seconded by City Councillor Whillans

**Whereas** City Council approved Resolution C113-2015 (April 8, 2015, approving Recommendation BC022-2015 (Clause 25)) to establish a Council Office administrative staffing model for the current term of Council;

**Whereas** there is an increasing sentiment amongst Councillors that their offices are best served by allowing each set of Councillors to work with each set of new and current staff to determine what is the best functional approach to meet their support needs;

**Whereas** Members of Council can request Council to reconsider a decision of Council made during the current term, in accordance with the Procedure By-law 160-2004, as amended; and

**Therefore Be It Resolved That** the matter of Resolution C113-2015 (Recommendation BC022-2015 (Clause 25)), in so far as it relates only to Council’s decision to establish shared administrative support positions between two Councillors, be re-opened, and specifically Paragraph 1 is reconsidered, as follows:

**Office of the Mayor and Council**

(25) That the 2015 Current Budget for the Office of the Mayor and Council be approved, with the following amendments:

1. That the following additional positions be approved, to support the Council Office ($300,000 budget impact):

   one (1) additional Assistant (non-union term of Council contract position) for each current pairing of Ward Councillors (5 in total), with such position:
The following motion was introduced.

(25) That the 2015 Current Budget for the Office of the Mayor and Council be approved, with the following amendments:

1. That the following additional positions be approved, to support the Council Office ($300,000 budget impact):

   a. one (1) additional Assistant (non-union term of Council contract position) for each Councillor (resulting in a net total of 10 Assistants assigned to each Councillor, and all 10 staff reporting to the Manager, Council Office, for administrative purposes), with such position:

   a. reporting directly to each pair of Councillors for work direction, with administrative oversight by the Manager, Council Office;
   b. hired in accordance with City hiring policy and procedures;
   c. hired with direct involvement by each Councillor in the process to interview and choose their own Assistant, including any secondments, as may be necessary; and,
   d. based on the existing Assistant position description, with any necessary job description enhancements determined by staff based on consultations that occurred in April 2015 with each Councillor;

   and that respective pairs of Ward Councillors, in consultation with their two assistants, determine the best functional approach to meet their respective support needs, including but not limited to, the division of functional responsibilities.
between the two assistants supporting the pair of Ward Councillors and/or division of individual responsibilities between the two assistants supporting the pair of Ward Councillors, to ensure an effective support model is in place that supports each pair of Ward Councillors and best serves ward constituency demands.

A point of order was raised by Regional Councillor Gibson to request that the City Clerk outline the difference between the new motion and Resolution C113-2015 (Recommendation BC022-2015 (Clause 25)). The Mayor granted leave for the point of order.

Peter Fay, City Clerk, Corporate Services, outlined differences between the approved Resolution (2 to 2 model) and the proposed motion (1 to 1 model, with flexibility for the pairs of Councillors to determine the best functional approach for them).

Council consideration of this matter included:
- opinions in support of the model outlined in the original Resolution
- opinions in support of the model outlined in the proposed motion
- potential future need for an Executive Assistant
- need for collaboration among the pairs of Councillors and the two assistants
- need to ensure assistants are providing equal support
- varying support needs based on ward sizes, ward-specific issues
- acknowledgement that with either model, there will be net two new positions for the Council Office
- concern about the loss of the communications advisor and front desk positions

In response to questions from Council, Mr. Fay provided the following:
- job descriptions will be the same for all assistants, with enhanced functions based on discussions with Councillors in April 2015
- there are no provisions for Executive Assistant positions
- there is flexibility to allow the pairs of Councillors to determine a 2 to 2 model or 1 to 1 model, and how they choose to utilize their assistants
and divide responsibilities (e.g. one administrative assistant, and one constituency assistant)

- core functions for the assistant positions have been determined and staff is ready to proceed with recruitment

An amendment to the motion was introduced, as follows:

That the motion be amended to include a Communications Advisor and Receptionist position;

And further that staff report back on how to amend the budget;

And further that the job description come back to Council for approval.

Council discussion on the amendment included:
- concern about additional spending on Council Office, given recent budget cutbacks
- reminder that the intention of the original model outlined in the approved resolution was for net two new positions, and concern that the amendment would result in additional budget requirements

The Mayor called for a vote on the amendment. The mover of the amendment clarified that the intention was that it be considered only if the proposed motion passed.

The mover subsequently withdrew the amendment following approval of Resolution C173-2015 below.

The following motion was considered.

C173-2015 Moved by City Councillor Fortini Seconded by Regional Councillor Medeiros

(25) That the 2015 Current Budget for the Office of the Mayor and Council be approved, with the following amendments:

2. That the following additional positions be approved, to support the Council Office ($300,000 budget impact):

   a. one (1) additional Assistant (non-union term of Council contract position) for each Councillor (resulting in a net total of 10 Assistants assigned to each Councillor, and all
10 staff reporting to the Manager, Council Office, for administrative purposes), with such position:

a. reporting directly to each pair of Councillors for work direction, with administrative oversight by the Manager, Council Office;
b. hired in accordance with City hiring policy and procedures;
c. hired with direct involvement by each Councillor in the process to interview and choose their own Assistant, including any secondments, as may be necessary; and,
d. based on the existing Assistant position description, with any necessary job description enhancements determined by staff based on consultations that occurred in April 2015 with each Councillor;

and that respective pairs of Ward Councillors, in consultation with their two assistants, determine the best functional approach to meet their respective support needs, including but not limited to, the division of functional responsibilities between the two assistants supporting the pair of Ward Councillors and/or division of individual responsibilities between the two assistants supporting the pair of Ward Councillors, to ensure an effective support model is in place that supports each pair of Ward Councillors and best serves ward constituency demands.

A recorded vote was requested and the motion carried as follows:

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<thead>
<tr>
<th>Yea</th>
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<tr>
<td>Fortini</td>
<td>Gibson</td>
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<td>Medeiros</td>
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<td>Bowman</td>
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<td>Whillans</td>
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Carried
7 Yeas
4 Nays
0 Absent
**Job Description—NON-UNION**

**The Corporation of the City of Brampton**

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<th>Constituency Assistant</th>
<th>Job Code</th>
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<td>Reports To</td>
<td>Manager, Council Office</td>
<td>Date Prepared</td>
<td>May 28, 2015</td>
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<tr>
<td>Department</td>
<td>Corporate Services</td>
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<td>Division</td>
<td>Council and Administration</td>
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**JOB SUMMARY**
This role is responsible to provide enhanced administrative, communication, research and issues management to facilitate the operations of the Council Office.

**JOB PURPOSE**
Perform diversified administrative tasks with minimal supervision to support the Council Office. Anticipate the needs of the Councillor(s) and pro-actively resolve issues while maintaining strong relationships with City staff, constituents and other members of the public.

**KEY RESPONSIBILITIES**

1. **OPERATION SUPPORT**
   - Provide organized and proactive coordination of correspondence, messaging, general research and administrative needs to meet operational needs and corporate service standards.
   - Serve as Council liaison to various internal and external parties; including screening, investigating and resolving issues and ensuring follow-up to all matters are dealt with.
   - Collaborate with the Mayor's Office and Corporation on events and issues management that impact the Council Office and update the Councillor(s) on all matters.
   - Review agenda materials, issue annotation for relevant items and provide background notes in order to prepare the Councillor(s) for meetings in their role as member or Chair.
   - Provide back-up to other Constituency Assistants, as required to ensure Councillor coverage is provided.
   - Maintain files and issue log for constituents, business groups, Council Committee business, regional business items, community events and associated database records.

2. **CUSTOMER SERVICE**
   - Respond and handle enquiries; prioritize requests and escalate for resolution as required to meet corporate service standards.
   - Build and maintain a relationship with cross-functional departments, team, management and externally, to foster and support coordination while carrying out accountabilities.
   - Liaise with Regional departments and other levels of government to obtain information for constituents or Council matters.

3. **COMMUNICATION AND REPORTING**
   - Provide communication advice and assist in speech writing, communications memos, guidance and interpretation of incoming communication materials.
   - Prepare correspondence, reports, presentations, statistical reporting, data, draft motions and other relevant Council matters.
   - Manage electronic and social media platforms and other communication needs such as newsletters and community bulletins.
   - Attend meetings with the Councillor(s), as required, to take meeting notes.
Job Description – NON-UNION
The Corporation of the City of Brampton

- Maintain up-to-date files, documentation and correspondence using the corporate filing system and to maintain confidentiality.

4. CORPORATE CONTRIBUTION
- Conduct research using internal and external resources to gain insight of current programs, processes and practices to assist Council to support Office operational needs.
- Research emerging issues, media items, community matters and trends and update Councillor(s) on relevant topics.
- Keep abreast of current government initiatives at all levels and provide impact analysis to Councillor(s).
- Occasional attendance at off-site events/functions may be requested from time to time to assist the councillors.
- Maintain City policies and practices, and Standard Operating Procedures (SOPs) documentation.

5. BUDGET SUPPORT
- Use of effective resource and expense management at all times to meet corporate policies and guidelines.

6. TEAMWORK AND COOPERATION
- Assist in special projects as required.
- Work well within diverse groups to support operational goals and objectives.
- Demonstrate corporate values at all times.
- Provide support/backup as necessary.

SELECTION CRITERIA

Education:
- Post-secondary certificate or diploma in Business/Office Administration or similar program.

Experience:
- 3 years experience working in a political/senior level support environment with demonstrated communication and research support.
- Public relations or media event planning experience would be assets.

Special Requirements:
- Knowledge of Municipal, Regional, Provincial and Federal Governments and applicable Legislations
- Ability to identify business needs, initiate, coordinate project resource requests
- Customer Service and People Management skills; Interface with internal and external customers to meet corporate service standards
- Detail oriented, well organized, and able to coordinate and multi-task to accomplish a variety of tasks and activities meeting conflicting priorities and timelines
- Analytical skills for complex problem solving
- Ability to maintain confidentiality and project professionalism for sensitive issues
- Computer proficiency in Microsoft office/software

Other Requirements:
- Tasks performed during regular business hours; however, there may be a requirement to attend functions outside the regular work week schedule.

Prepared by Compensation: May 9, 2015               Updated by Compensation: May 27, 2015 – dk
Final: May 28, 2015 - dk