

## CORPORATE POLICY

**POLICY TITLE:** INBOUND AND OUTBOUND DELEGATIONS

**POLICY NO.:** 02.C.02

<b>Section:</b>	Accountability & Transparency		
<b>Effective Date:</b>	May 14, 2019	<b>Date of Last Review:</b>	January 31, 2024
<b>Approval Authority:</b> Council	<b>Policy Owner:</b> City Manager		

### POLICY STATEMENT

A Policy to guide the City’s participation in Inbound and Outbound Delegations promotes economic and cultural development, city-building, transparency, efficient use of resources, and service excellence.

### PURPOSE

The City receives various requests for visits from Inbound Delegations and engages in Outbound Delegations.

A Policy to guide participation in both Inbound and Outbound Delegations provides a framework for effective and consistent involvement in delegations that promote economic and cultural development and increase the profile of the City.

### SCOPE

This Policy applies to all official economic and cultural Inbound and Outbound Delegations with and without Elected Officials and/or Dignitaries.

### LEGISLATIVE REQUIREMENTS

None.

### DEFINITIONS

1. **City:** Refers to The Corporation of the City of Vaughan.
2. **Dignitary:** A person who possesses high rank or holds a position of dignity or honor.

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- 3. Elected Official:** A person elected to a government position.
- 4. Inbound Delegation:** Groups of government staff, businesses, dignitaries and/or elected officials, or any combination thereof, who represent a community outside the City with an interest in a site visit to Vaughan.
- 5. Inbound Delegation Request Form:** An intake form administered by the City, that is required to be completed for approval by all Inbound Delegations prior to their visit to Vaughan.
- 6. Outbound Delegation:** Travel to a community outside Ontario for business development (including investment attraction and retention), events, trade shows, arts and culture development, small business and entrepreneurship, and other economic and cultural development purposes that may include the Mayor and Members of Council, City Staff, or any combination thereof, and is coordinated and funded by the Economic and Cultural Development Department.
- 7. Staff:** Staff of the Economic and Cultural Development Department, unless stated otherwise.

## **POLICY**

### **1. Inbound Delegations**

The City receives requests from Inbound Delegations to visit Vaughan for various purposes, including, but not limited to: business development, courtesy calls, and the exchange of social, cultural and municipal best practices. These delegations may or may not include Elected Officials and/or Dignitaries.

#### **1.1. Approval Authorities**

- 1.1.1 A peer-to-peer framework is used to determine the authority for accepting Inbound Delegation requests.
- 1.1.2 Inbound Delegations with Elected Officials and/or Dignitaries are received by the Mayor's Office. If the Mayor is not available to host the Inbound Delegation, the Mayor's Office directs the request as appropriate.
- 1.1.3 Inbound Delegations without Elected Officials shall be considered on the following basis:

- 1.1.3.1 Economic and cultural development related requests shall be managed by the Economic and Cultural Development Department;
- 1.1.3.2 Other City-related requests shall be managed by the respective Department of the City; and,
- 1.1.3.3 Departments reserve the right to deny an Inbound Delegation without Elected Officials request if the visit does not align with City or Departmental priorities, or if there are not sufficient time and/or resources to accommodate the visit.

**1.2. Inbound Delegation Procedure**

- 1.2.1. Refer to Procedure PRC.06 *Inbound and Outbound Delegations*.

**2. Outbound Delegations**

The City may engage in Outbound Delegations coordinated and funded by the Economic and Cultural Development Department for reasons including, but not limited to: business development, cultural partnerships, trade shows, and invitations by industry associations or other municipal business. Outbound Delegations may be comprised of Mayor and Members of Council, and/or staff.

**2.1. Approval Authorities**

- 2.1.1. Where Departmental budgets are used, Outbound Delegations with Elected Officials require Council approval.
- 2.1.2. Participation of staff on Outbound Delegations is subject to Employee Expense policy 12.A.02.
- 2.1.3. Participation of Mayor and Members of Council on Outbound Delegations is subject to *Council Member Expense Policy 06.C.02*.
- 2.1.4. Exception to *Council Member Expense Policy 06.C.02*: The Mayor (or designate) shall have the delegated authority to participate in Outbound Delegations, coordinated and funded by the Economic and Cultural Development Department, when the following exceptional circumstances exist:
  - 2.1.4.1. City receives written invitation or notice to attend an economic development related meeting that will occur within 14 days of the arrival of the correspondence;

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- 2.1.4.2. Council approval cannot be obtained due to scheduling;
- 2.1.4.3. The meeting location is in Canada or the United States;
- 2.1.4.4. The purpose of the meeting is official municipal business, specifically focused on attracting or retaining business investment and/or employment pursuant to the City's economic development strategy, and/or related economic development business plans; and,
- 2.1.4.5. A member of the City's Corporate Management Team or Senior Management Team attends the meeting, pursuant to Employee Expense policy 12.A.02.

**2.2. Outbound Delegation Procedure**

2.2.1. Refer to Procedure PRC.06 *Inbound and Outbound Delegations*.

**3. Financial Responsibility**

- 3.1. Expenses related to all Inbound and Outbound Delegations, and delegation-related activities, are funded by the Council approved Economic and Cultural Development Department budget.

**4. Reporting Responsibility**

- 4.1. Notwithstanding 2.1.4, Staff is responsible for preparing a pre-mission Council report related to Outbound Delegations involving Elected Officials.
- 4.2. Staff shall prepare a post-mission Council report related to the outcomes of all Outbound Delegations involving Elected Officials.
- 4.3. Economic and Cultural Development is responsible for preparing a Memorandum to Mayor and Members of Council, the City Manager, Corporate Management Team, and the City Clerk on the outcome of Outbound Delegations without Elected Officials.

**ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	5 Years If other, specify here	<b>Next Review Date:</b>	January 31, 2029
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<b>Related Policy(ies):</b>	02.C.01 – Cultural & Economic Partnerships, 12.A.02 – Employee Expense, 06.C.02 – Council Member Expense
<b>Related By-Law(s):</b>	
<b>Procedural Document:</b>	PRC.06 – Inbound and Outbound Delegations
<b>Revision History</b>	
<b>Date:</b>	<b>Description:</b>
28-Nov-19	Administrative updates to reflect approval of 12.A.02 (repeal of AD-018)
31-Jan-24	Administrative updates to reflect approval of 06.C.02 – Council Member Expense policy (repeal of CL-012), minor administrative amendments to department names and titles.
Click or tap to enter a date.	