

From: "Mochrie, Paul" <Paul.Mochrie@vancouver.ca>
To: "Direct to Mayor and Council - DL"
Date: 7/28/2023 2:58:34 PM
Subject: Employment of political assistants

Good afternoon Mayor and Council,

I am writing to share the following reminder from Andrew Naklicki regarding the employment of political assistants under section 7.2 of the Mayor and Council Expenses Bylaw No. 11529.

The Mayor and Council Expenses Bylaw No. 11529 provides for a discretionary expense fund for Councillors to employ political assistants that assist with carrying out constituency activities related to eligible activities, including:

- a. Communications;
- b. Consulting;
- c. Research and information gathering; and
- d. Community outreach and event support

Councillors must ensure that political assistants only perform duties listed in section 7.2 of the Bylaw, and must not perform duties currently performed by Councillor Assistants. Duties currently performed by Councillor Assistants as per the CUPE 15 position description, includes:

- Providing confidential and complex secretarial services;
- Preparing members' motions for submission;
- Ensuring that Councillors have access to appropriate information;
- Preparing responses to incoming correspondences;
- Handling and resolving enquiries and complaints from the public and/or media for the Councillors;
- Conducting minor research;
- Managing multiple calendars;
- Arranging travel; and
- Tracking and reconciling Councillors' expenses.
- Working closely with other Councillors' Assistants as a member of the Council Support team, and maintaining liaisons with all Members of Council including the Mayor, staff in the Mayor's Office and the City Manager's Office, both frontline and senior City staff, and external parties such as the media, the public, and other government organizations.
- Other duties/responsibilities as assigned

To hire and employ a political assistant, an employment contract between the political assistant and the City is required. The employment contract is drafted and reviewed by the Law Department, and signed by the Chief of Human Resource Services, the Councillor(s) and the political assistant. It is imperative that the employment contract be signed by the Chief of Human Resources before the political assistant signs the contract and before they commence any work with the Councillor(s).

Although the Political Assistant is an employee of the City, they must identify themselves as a Political Assistant to the Councillor who hired them in all correspondence and communications.

If you have any questions or require any assistance in this regard, please do not hesitate to contact Andrew directly.

Many thanks,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
paul.mochrie@vancouver.ca



The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tseil-Waututh) Nations.