



# Minutes

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## Code of Conduct Review Committee Meeting

**Meeting Date:** June 17, 2019  
**Meeting Time:** 11:00 a.m.  
**Location:** Town Hall, Council Chambers  
32 Mill Street, Thornbury  
**Prepared by** Corrina Giles, Town Clerk

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### A. Call to Order

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Mayor Alar Soever called the meeting to order at 11:04 a.m. In attendance were Councillor Rob Potter and Director of Human Resources Jenn Moreau.

Regrets were sent from Deputy Mayor Odette Bartnicki.

- **Approval of Agenda**

Moved by: Rob Potter

Seconded by: Alar Soever

THAT the Agenda of June 17, 2019 be approved as circulated, including any items added to the Agenda, Carried.

- **Declaration of Pecuniary Interest and general nature thereof**

NOTE: In accordance with the *Municipal Conflict of Interest Act* and the Town Procedural By-law 2018-20, Code of Conduct Review Committee Members must file a written statement of the interest and its general nature with the Clerk for inclusion on the Registry.

None

- **Previous Minutes (May 24, 2019)**

Moved by: Rob Potter

Seconded by: Alar Soever

THAT the Minutes of May 24, 2019 be approved as circulated, including any revisions to be made, Carried.

## **B. Deputations / Presentations**

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None

## **C. New and Unfinished Business**

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### **C.1 DRAFT Revised Policy - Code of Conduct for Members of Council and Local Boards, POL.COR.07.07**

Director of Human Resources Jenn Moreau provided an overview of the DRAFT Revised Policy – Code of Conduct for Members of Council and Local Boards, POL.COR.07.07.

In reviewing the Policy, staff were requested to include reference to Appendix D – Local Boards and Advisory Committee Members’ Code of Conduct in the “Application” section of the Policy. Under “Communications and Media Relations”, the Corporate Media Relations Policy should be referenced. Mayor Soever requested the following terms be added to the “Definitions” section: Council Member, Alternate/County Council Member, Agency, Person, being the legal definition of Person. Under “Representing the Town”, wording was requested to be revised to include: “Members shall make every effort to participate diligently in **all** the activities...”. It was agreed that the Occupational Health and Safety definition of Harassment is not relevant to this policy, and therefore, it was not added. Staff were asked to include reference to the Town’s Workplace Violence and Harassment Policy in the “References and Related Policies” section, while amending the wording to reflect “[Policies] including, but not limited to...”. Under “Review Cycle”, staff was directed to include “reviewed at the request of Council...”.

Upon review of Appendix A – Protocol Policy for Complaints Related to Members – Part A Informal Complaint Procedure, Mayor Soever requested wording be added to ensure confidentiality is maintained and to clarify who the “relevant third party” is with the suggestion the relevant third party should include the Committee Chair, the Mayor, or the Integrity Commissioner. Staff were directed to update paragraph 2 of the Informal Complaint Procedure to include the wording “without prejudice”.

Upon review of Appendix A – Protocol Policy for Complaints Related to Members – Part B Formal Complaint Procedure, it was noted the *Municipal Act* includes wording in sections 223.5-223.6 regarding the duty of confidentiality as it relates to the role of the Integrity Commissioner. In the flowchart, Councillor Potter requested the wording “Encourage the Member to stop” to be amended to include, “...stop the conduct”. Under the formal complaint heading, it was requested that identification of third party be made.

Moved by: Rob Potter

Seconded by: Alar Soever

THAT the Code of Conduct Review Sub-Committee directs staff to provide the DRAFT Code of Conduct for Members of Council and Local Boards, POL.COR.07.07 as revised, to Council for final consideration and approval, Carried.

**C. Notice of Meeting Dates**

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No additional meetings have been scheduled at this time.

**D. Adjournment**

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Moved by: Rob Potter

Seconded by: Alar Soever

THAT this Committee does now adjourn at 12:17 p.m. to meet again at the call of the Chair, Carried.