



Minutes

Code of Conduct Review Sub-Committee

Meeting Date: July 15, 2019
Meeting Time: 2:00 p.m. – 4:00 p.m.
Location: Council Chambers
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Mayor Soever called the meeting to order at 2:01 p.m. with Deputy Mayor Bartnicki, and Councillor Potter in attendance.

Town staff in attendance was Director of Human Resources Jennifer Moreau.

▪ Approval of Agenda

Moved by: Odette Bartnicki

Seconded by: Rob Potter

THAT the Agenda of July 15, 2019 be approved as circulated, including any additions 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 (June 17, 2019)

Moved by: Rob Potter

Seconded by: Odette Bartnicki

THAT the Minutes of June 17, 2019 be approved as circulated, including any revisions to be made, Carried.

B. Staff Reports and Deputations

B.1 Deputations, if any

None

B.2 Public Comment Period (each speaker is allotted three minutes)

NOTE: In accordance with the Town Procedural By-law 2018-20 fifteen minutes is allotted at the Meeting to receive public comments regarding Code of Conduct Sub-Committee matters included on the Agenda. The speaker shall provide their name and address, and shall address their comments to the Chair. Comments shall not refer to personnel, litigation or potential litigation matters.

None

B.3 Staff Reports, if any

None

C. Matters for Discussion

**C.1 Memorandum: Jennifer Moreau, Director of Human Resources
Re: Council Feedback regarding Code of Conduct Draft**

NOTE: Also included for reference is the DRAFT POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as presented at the July 3, 2019 Committee of the Whole meeting.

Director of Human Resources Jennifer Moreau provided an overview of the Memorandum which detailed Council feedback received at the July 3, 2019 Committee of the Whole meeting. Jennifer advised that following the Sub-Committee meeting, she will circulate back to the group for review, and provide to the Integrity Commissioner for input.

Reviewing the memorandum, the group requested the following:

1. The various sections of the *Municipal Act, 2001* which detail local board exclusions should be included in the definition of a Local Board;
2. Page numbers should be added to the policy document for ease of reference;
3. Include definition for Commercial Confidentiality within the broader Confidentiality definition;
4. Provide a guideline for how matters can become public information, for example: confidential matters could become public at the discretion of Council;
5. In the forthcoming definitions of Abuse, Bullying, Intimidation, and Assault, the Sub-Committee requested that reference to Assault being a criminal violation be included;
6. Provide a "Frequently Asked Questions" or graphic representation which provides the definition of bullying and concrete examples;
7. Consult with the Integrity Commissioner to confirm if it is possible to release Complainant and Respondent's names when members of Council are filing formal complaints, or are involved in a formal complaint;
8. Define Discrimination in s.17 of the Code of Conduct Policy;
9. Ensure all defined terms are capitalized throughout the document.

Moved by: Odette Bartnicki

Seconded by: Alar Soever

THAT the Code of Conduct Review Sub-Committee directs Councillor Potter to develop a motion recommending circulation of correspondence by Council to the Association of Municipalities of Ontario and Ontario Municipalities encouraging development of a database to capture British Common Law legal precedent and Integrity Commissioner decisions as a resource for use by Ontario Municipalities, Carried.

Moved by: Odette Bartnicki

Seconded by: Rob Potter

THAT the Code of Conduct Sub-Committee directs staff to revise POL.COR.07.07 Code of Conduct for Members of Council and Local Boards Policy and provide a draft back to Sub-Committee members for additional comments to be included in the version sent to the Integrity Commissioner and legal counsel;

AND THAT the Code of Conduct Sub-Committee directs staff to bring comments from the Integrity Commissioner and legal counsel back to the Sub-Committee for review prior to sending the revised POL.COR.07.07 Code of Conduct for Members of Council and Local Boards Policy to Committee of the Whole, Carried.

D. Correspondence

None

E. New and Unfinished Business

E.1 Additions to the Agenda

E.2 Items Identified for Discussion at the Next Meeting

F. Notice of Meeting Dates

No additional meetings have been scheduled at this time.

G. Adjournment

Moved by: Odette Bartnicki

Seconded by: Rob Potter

THAT the Code of Conduct Review Sub-Committee does now adjourn at 2:43 p.m. to meet again at the call of the Chair, Carried.