Minories
Code of Conduct Review Sub-Committee

Meeting Date: November 29, 2019
Meeting Time: 9:00 a.m.
Location: Council Chambers
Prepared by: Sarah Merrifield, Executive Assistant Committees of Council

A. Call to Order

Mayor Alar Soever called the meeting to order at 9:07 a.m. with Councillor Rob Potter in attendance.

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

Regrets were sent by Deputy Mayor Odette Bartnicki.

- Traditional Territory Acknowledgement

- Approval of Agenda

Moved by: Rob Potter Seconded by: Alar Soever
THAT the Agenda of November 29, 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 2019-56, 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 (September 5, 2019)

Moved by: Rob Potter Seconded by: Alar Soever
THAT the Minutes of September 5, 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 2019-56 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 Code of Conduct Suggested Changes from Legal and Integrity Commissioner Review

The Sub-Committee reviewed the suggested changes to the draft Code of Conduct for Members of Council and Local Boards, and requested the following amendments:

- Ensure all defined terms are capitalized;
- Ensure Harassment definition as found within the draft Code of Conduct is aligned with the Workplace Violence and Harassment Policy;
- Intimidation definition – remove the suggested inclusion of “includes but is not limited to” and replace with “is” and include examples;
- Define “Discreditable Conduct”;
- Discrimination and Harassment section – with suggested commentary for Rule 17, prior to the word behaviour, include “A pattern of...”;
- Informal Complaint Procedure – clarify the relationship to Human Rights or Criminal Code complaints, rather than Workplace Violence and Harassment;
- Investigation section (g) – include reference to Integrity Commissioner presenting reports, as requested by Council;
- Reporting and Recommendations section (b) – add “It is recommended that the Integrity Commissioner cite...”;
- Reporting and Recommendations section (h) – add the following points:
  - The Integrity Commissioner shall attend, if requested by Council, to present the report;
  - If the Integrity Commissioner’s schedule does not permit, a Special Meeting of Council shall be scheduled;
  - If the Integrity Commissioner’s report recommends a reprimand, the Integrity Commissioner shall be present to present the report in person.
C.2 Updated Template - POL.COR.07.07 Code of Conduct for Members of Council and Local Boards

Moved by: Alar Soever                        Seconded by: Rob Potter

THAT the Code of Conduct Sub-Committee endorse the updated template for POL.COR.07.07 Code of Conduct for Members of Council and Local Boards, as presented, and request that a revised POL.COR.07.07 which includes the edits proposed by legal counsel and the Town’s Integrity Commissioner, which have been endorsed by the Sub-Committee at the November 29, 2019 meeting, be presented to Council for consideration, 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.

The sub-committee will meet again if a need is determined by Council.

G. Adjournment

Moved by: Rob Potter                        Seconded by: Alar Soever

THAT the Code of Conduct Review Sub-Committee does now adjourn at 10:06 a.m. to meet again at the call of the Chair, Carried.