

urban.
citizen
transparency
governance local democracy
responsibility participation
public-good
accountable capacities
VOICE
anticorruption
institution
informal partnership innovative management
public
tools

Committee Orientation



FRONTENAC

Agenda

- County of Frontenac Procedural By-law
- Meeting Management
- Pecuniary Interest
- Code of Conduct for Members of County Council and Committees
- Integrity Commissioner

Procedural By-law

- Municipal Act requires that all municipalities have a procedural by-law
- Municipal Act and Procedural By-law requires that all meetings are open to the public except under certain circumstances
- The purpose of procedures is to seek to achieve consensus in an orderly and principled manner.
- County Procedural By-law governs Council and Committees of Council.

Committee Mandate

- Advisory Committees are created by Council.
- Advisory Committees can only do what they are authorized to do by Council (Committee Mandate)
- Advisory Committees are only mandated to advise Council and any recommendations must be approved by Council prior to any action being taken.

Mandate of the Joint AAC

- a) advise the councils about the legislative requirements and implementation of the accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice;
- b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects in terms of how they address the accessibility needs of persons with disabilities;
- c) in consultation with Council and Municipal Staff, review new and existing municipal by-laws and policies as applicable;
- d) work with Council and the community at large to identify and address the needs of persons with disabilities within the community;
- e) provide recommendations to Councils on the promotion of public awareness and understanding of the needs of persons with disabilities.

Duties of the Chair

- To preserve order and decorum and decide all questions of order
- To receive and submit, in the proper manner, all motions presented to the Committee
- To put to vote all questions which are properly brought before the Committee or arise in the course of proceedings, and announce the results
- To rule on all procedural matters, without debate or comment
- To decline to put to a vote motions which do not comply with the rules of procedure, or which are not within the jurisdiction of the Committee
- To restrain the Members, within the rules of order, when engaged in debate
- To call by name any Member persisting in breach of the rules of order and may order the Member to vacate the room
- To adjourn or suspend the Meeting if the Chair considers it necessary because of grave disorder

Definition of a Meeting

A quorum of the Members of Council or Committee that are present and discuss issues in a way that materially advances the business or decision making of Council or Committee

It is not appropriate to discuss Committee business via email

It is not appropriate to meet at a local coffee shop or restaurant to discuss Committee business

Public Notice Requirements

Section 270 of the Municipal Act requires that municipalities have policy in place

- on how they will be transparent and accountable
- How we provide notice to the public

Adherence to the Agenda

- The agenda is how we provide notice of what will be discussed at a meeting
- Items should not be added to an agenda at the meeting as this provides no public notice that the Committee will be speaking about that item
- “Other Business” Section 24.2
 - Statement by Members
 - Matters of Urgency
- Agenda items should fall within the Committees mandate

Committee Minutes

- Discussion at meetings should be centered around the agenda and agenda items
- Minutes of meetings are not verbatim, but are a neutral reflection of what transpired at the meeting
- Minutes are prepared by the recording secretary and are only subject to change by the entire Committee

Declaration of Pecuniary Interest

Where a Member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a Meeting at which the matter is the subject of consideration, the Member shall, in accordance with the *Municipal Conflict of Interest Act*:

- a) Prior to any consideration of the matter at the Meeting, disclose the Member's interest and the general nature thereof; and
- b) Not take part in the discussion of, or vote on any question in respect of the matter, and
- c) Not attempt in any way whether before, during or after the Meeting to influence the voting on the matter.

Declaration of Pecuniary Interest cont.

Indirect pecuniary interest

A member has an indirect pecuniary interest in any matter in which the council or local board, as the case may be, is concerned, if,

- (a) the member or his or her nominee,
 - i. is a shareholder in, or a director or senior officer of, a corporation that does not offer its securities to the public,
 - ii. Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public, or
 - iii. Is a member of a body,

that has a pecuniary interest in the matter; or

- (b) the member is a partner of a person or is in the employment of a person or body that has a pecuniary interest in the matter. R.S.O. 1990, c. M.50, s. 2.

Interest of certain persons deemed that of member

The pecuniary interest, direct or indirect, of a **parent** or the **spouse** or any **child** of the member shall, if known to the member, be deemed to be also the pecuniary interest of the member. R.S.O. 1990, c. M.50, s. 3; 1999, c. 6, s. 41 (2); 2005, c. 5, s. 45 (3).

What is Pecuniary Interest



Code of Conduct for Members of County Council and Committees

- Was adopted by County Council on February 20, 2019
- Covers Councillors and Committee Members (including Advisory Committee members)
- All those bound by the Code of Conduct are required to acknowledge that they have read, understood and accept this Code of Conduct.

Committees and Members of Committees

Applies to

- all Members of the Council of the County of Frontenac,
- all County committees, agencies, boards and commissions,

Purpose to

- establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with.
- to set a high standard of conduct for Members
- to provide good governance and a high level of public confidence in the administration of the County by its Members
- to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy

Gifts and Benefits

Section 7 of the Code of Conduct outlines Gifts and Benefits

Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the County.

Section 7.2 outlines when a Member is entitled to accept a gift or benefit other than in the following circumstances

If you accept a gift you must file a disclosure with the Clerk of the gift or benefit indicating the person, body or entity from which it was received together with the estimated value of the gift or benefit in accordance with the Disclosure Statement set out in Appendix “A”.

Integrity Commissioner

Role of the Integrity Commissioner:

- Investigate alleged contraventions of the code of conduct and key sections of the *Municipal Conflict of Interest Act* (MCIA).

The End

