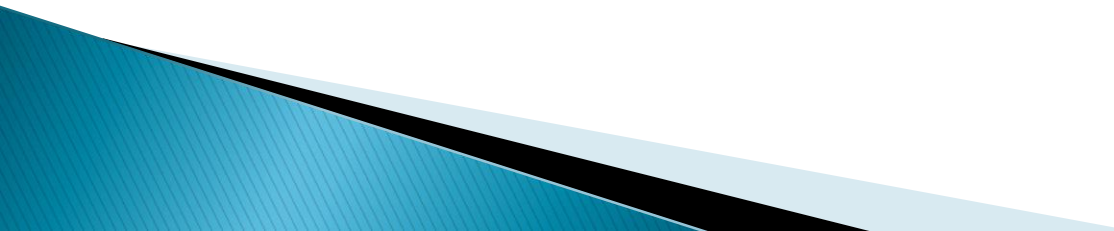




**Welcome to South Huron  
Committees and Boards &  
Thank you for your time,  
talent, and expertise!**

# Orientation Agenda

- Committees
  - Guiding Legislation, Policies and Documents
    - Procedural By-Law
    - Open Meetings
    - Terms of Reference
    - Code of Conduct
    - Conflict of Interest
    - Municipal Freedom of Information and Protection of Privacy Act
  - Accountability and Transparency Framework
  - Accessibility
- 

# Advisory Committees & the Legislation, Policies and Documents that Guide them

- Advisory committees are established by Council and made up of members of the public who provide recommendations based off their unique perspectives and experiences about issues affecting their communities
- In exercising their authority the Committee is guided by:
  - The Municipal Act
  - Procedural By-Law
  - Committee Terms of Reference
  - Conflict of Interest Act;
  - Municipal Freedom of Information and Protection of Privacy Act;
  - Goal, Vision and Mission Statement
  - Code of Conduct

# Procedural By-Law

Subsection 238 (2) of the Municipal Act, 2001, S.O. 2001, c.25, as amended:

“every municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings”

## **Basic Meeting Principles:**

- Taking up business one thing at a time
- Promote courtesy, justice, impartiality and equality
- The rule of the majority while protecting the rights of the individual, minority, and absent members.

\*Notice of Meetings must be posted at least 96 hours in advance of the meeting per the Procedural By-law

# Transparency - Open Meetings & Terms of Reference

- Meetings must be conducted in accordance with the open meeting provisions in the legislation including proper record keeping.
- Section 239 of the Municipal Act outlines the categories to go into closed session and is attached as Appendix “B” to the current Procedural By-law.
- The Terms of Reference for a Committee is a guiding document, passed by Council, that defines the Committee’s purpose and structure.



# Conflict of Interest & Duty to Disclose

- Committees and Boards are governed by the Municipal Conflict of Interest Act.
- Members must ensure that their personal or pecuniary interests (both direct and indirect) do not interfere with their public duties as a board member.
- At a meeting where a pecuniary interest is to be discussed members must disclose their interest and the general nature of the conflict
- \*Please Note: Absence from a meeting is not a declaration- members have legal responsibilities to declare if they have pecuniary interests regarding a meeting or topic discussed.

# Penalties

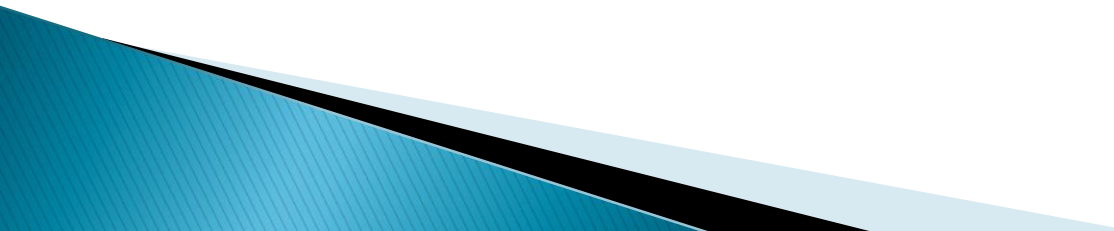
As of March 1, 2019 – new s. 9(1) of MCIA:

- Expanded range of penalties for contravention of MCIA - any or all of the following may be imposed:

1. Reprimand
2. Suspension of remuneration to member for up to 90 days
3. Removal from office
4. Disqualification for up to seven years
5. Restitution of any personal financial gain



# Code of Conduct

- ▶ Codes of Conduct are mandatory for all members of council and local boards
  - ▶ Members are expected to have read and be knowledgeable of the Code of Conduct and to adhere to the standards of same
  - ▶ All Members are South Huron Code of Conduct Policy #42-2016
- 



# Closed Meeting Investigator & Integrity Commissioner

Municipalities are required to appoint an investigator specifically to look at complaints about closed meetings as any person may request an investigation into whether a Municipality or local board has complied with Municipal Act or Procedure By-law provisions for these meetings.

All Municipalities are required to indemnify/insure Integrity Commissioners whose roles are to provide counsel to the Municipality, educate the public and investigate complaints

Current South Huron Integrity Commissioner /Closed Meeting Investigator  
John Mascarin, Aird & Berlis LLP



# Accountability and Transparency Framework

	<b>Integrity Commissioner</b>	<b>Ombudsman</b>	<b>Closed Meeting Investigator</b>
Focus	Application of code of conduct and complaints regarding violations	Resolve public complaints related to the administration of services & programs	Investigate complaints about closed meetings
Role	Ensures the Code of Conduct is applied and adhered to	Ensures that South Huron residents are treated fairly	Conducting an investigation and reporting the results.

# MFIPPA

## *Municipal Freedom of Information and Protection of Privacy Act*

- Information held by the municipality should be easily accessible to internal and external stakeholders.
- Important part of a democracy and reflects a more open and transparent government.
- Municipal freedom of information legislation applies to records of municipal committees



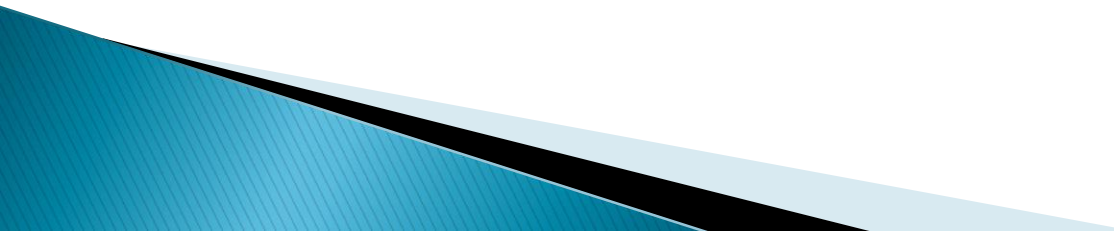
What is a record?

**Any** record of information however recorded, whether in printed form, on film, by electronic means

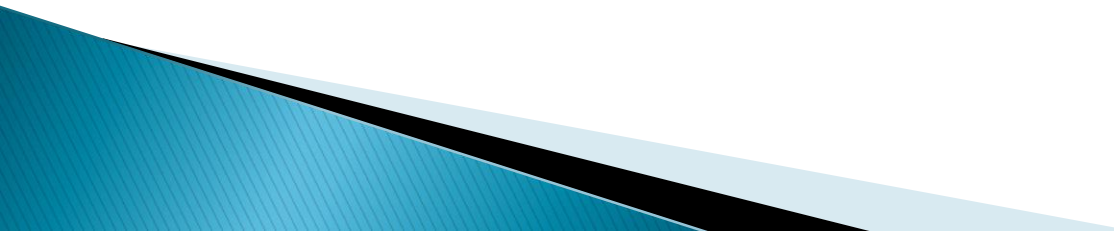
# Accessibility

- ▶ Support inclusion
- ▶ Provide excellent customer service to everyone, regardless of their abilities.
- ▶ Put people first.
- ▶ Standards have been developed in the following areas:
  - Customer Service
  - Information and Communications
  - Employment
  - Built Environment
  - Transportation

# General Customer Service Tips

- ▶ Treat all customers with respect. Give them your full attention.
  - ▶ Ask how you can help
  - ▶ Offer a variety of methods of communication
  - ▶ Understand the nature and scope of the services you provide
  - ▶ Accept feedback
- 

# Public Consultation and Outreach

- ▶ The Committee's primary objective includes many public consultation and outreach actions, including:
    - Provide informed advice and guidance and to facilitate public input into adaptation strategy;
    - Provide education and outreach support;
    - Organize and coordinate events and activities; and
    - Liaise with other committees, groups and organizations.
  
  - ▶ The members shall conduct all committee business in the following ways:
    - In a manner that fulfills the purpose of the committee;
    - Provides information to the public that is accurate and publically available;
    - Shows respect to fellow committee members, Council and the public; and
    - Shows respect to opposing and diverse viewpoints.
  
  - ▶ Public and media communications related to the committee are to be released by Council as a whole, the Mayor or by his/her designate.
- 

# Definitions

**Meeting** - Any regular, special or other meeting of a council, of a local board or of a committee of either of them, where;

- (a) A quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Quorum** - Minimum number of members who must be present in order to conduct business.

If decisions are being made or municipal business advanced using electronic means by all or a majority of members it could be considered a meeting.



# Strategies for Effective Meetings & the Chair's Role

- The Chair is to guide the Committee through the Agenda, while maintaining the decorum of the meeting, promoting free and open discussion, and putting motions to vote
- For meetings to be effective, no member should monopolize the meeting or the agenda, and attempts should be made to arrive at all decisions by consensus rather than by voting

