



TOWN OF MINTO

MEETING DATE: May 7, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2024-006 - Policy Review

RECOMMENDATIONS:

THAT Council of the Town of Minto receives report CL 2024-006 regarding Policy Review;

THAT Council endorses the implementation of the Code of Conduct for Employees Policy and the Public Complaints Resolution Procedure Policy as written;

THAT Council provide feedback on Code of Conduct for Council Members Policy, Accountability and Transparency Policy, Use of Corporate Resources During an Election Period and the Council Staff Relations Policy; and

THAT staff bring back final drafts of the policies and By-law at a future meeting for Council consideration.

BACKGROUND:

Section 224 of the Municipal Act, 2001 states that a role of Council is to “develop and evaluate the policies and programs of the Municipality” as well as to “ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council”. As policy makers, it is a duty of Council to establish priorities and initiate and adopt policies. Meanwhile it is the role of Staff to research, analyze, and make recommendations on policy matters. Policies and By-laws are foundations of good governance.

COMMENTS:

Review of current Administrative and Employee policies and procedures continue through the Clerks Department. All current policies of the municipality will continue to be reviewed to ensure that they are up-to date, relevant, efficient, and meet the needs and standards of the municipality and community.

In 2016, Council approved Policy 1.2- Code of Conduct, Accountability and Transparency and Fiscal Accountability and revised the policy in 2019. In reviewing the above noted policy, it was decided to take the large cumbersome policy and create four separate policies it covered (Code of Conduct for Council Members, Code of Conduct for Employees, Accountability and Transparency and the Public Complaints Resolution Procedure). As legislative changes occur, changes may only affect one of these policies, making updating

and review of each policy easier. Having them separated also allows the public to find information within the specific policies easier. Updates were also made to the Council Staff Relations policy.

Code of Conduct for Council Members

The Municipal Act 2001 S.O. 2001 c 25 requires that all municipalities establish codes of conduct for members of the Council of the municipality and of its local boards. In the creation of the Code of Conduct for Council Members, the standards set by the Ontario Ombudsman were considered. A review of current policies used within Ontario was undertaken and using best practices the new policy was created.

Accountability and Transparency Policy

The *Municipal Act*, 2001, S.O. 2001, c. 25 requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will strive to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

This policy contains how the Town of Minto is accountable and transparent for financial matters, internal governance and public participation and information sharing.

Use of Corporate Resources During an Election Period Policy

The Municipal Elections Act, 1996 S.O. 1996, c. 32 requires that municipalities establish rules and procedures with respect to the use of municipal or board resources during the election campaign period. During this review it was noted that a separate Use of Corporate Resources During an Election Period policy is a best practice.

Council Staff Relations Policy

The *Municipal Act*, 2001, S.O. 2001, c. 25 requires that all municipalities adopt and maintain a policy regarding the relationship between members of Council and the officers and employees of the municipality. This policy was created in 2019 and has been updated using the new format and providing for best practices.

Public Complaints Resolution Procedure Policy

In accordance with the Ontario Ombudsman, every municipality should have a general complaint policy approved by Council.

In the creation of the Public Complaints Resolution Procedure Policy, the standards set by the Ontario Ombudsman were considered. The Public Complaints Resolution Procedure Policy is attached for information only as it is passed by Senior Management.

Code of Conduct for Employees Policy

The Employee Code of Conduct establishes a shared and common foundation for acceptable behaviour, conduct and actions. The Code of Conduct for Employees is attached for information only as it is passed by Senior Management.

FINANCIAL CONSIDERATIONS:

There are no financial implications arising from this report.

STRATEGIC PLAN:

GOAL 5: Responsible Government

Deliver services in an open, accountable, and transparent manner while providing an outstanding working environment for employees and community.

PREPARED BY: Annilene McRobb, Clerk

RECOMMENDED BY: Mark Potter, Interim Chief Administrative Officer

Policies Attached:

Code of Conduct, Accountability and Transparency and Fiscal Accountability (CURRENT)

Code of Conduct for Council Members (NEW)

Accountability and Transparency (NEW)

Use of Corporate Resources During an Election Period (NEW)

Council Staff Relations (UPDATED)

Code of Conduct for Employees (NEW)

Public Complaints Resolution Procedure (NEW)