



TOWN OF MINTO

MEETING DATE: August 13, 2024
REPORT TO: Mayor and Council
SERVICE AREA: Clerks
SUBJECT: CL 2024-008 Policy Review

RECOMMENDATION:

THAT the Council of the Town of Minto receives report CL 2024-008, prepared by the Clerk, regarding Policy Review, is for information purposes.

AND FURTHER THAT Policies 1.14 Flag Policy & Protocol Public Awareness Campaigns & Proclamations Policy and 1.2 Code of Conduct, Accountability and Transparency and Fiscal Accountability Policy be repealed;

AND FURTHER THAT Policy 1.10 Use of Corporate Resources During an Election Period be approved;

AND FURTHER THAT a By-law to adopt the new Code of Conduct for Council Members Policy, Accountability and Transparency Policy and the Council Staff Relations Policy be passed in open session.

BACKGROUND:

On June 4, 2024, a report was considered by Council regarding a review of Administrative and Employee polices was considered and the following motion was passed:

MOTION: COW 2024-087

Moved By: Deputy Mayor Anderson; Seconded By: Councillor Elliott

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.

COMMENTS:

With no changes requested by Council for the policies presented on June 4, a By-law will come forward in open session to adopt the new Code of Conduct for Council Members Policy, Accountability and Transparency Policy and the Council Staff Relations Policy. This By-law also

provides for the Clerk to make changes to the policies by resolution of Council so the By-law would not have to be repealed and replaced each time changes are required. These policies should be reviewed at least once each term of Council.

The attached Use of Corporate Records is requested to be passed by Motion of Council and does not form a part of the By-law in open session.

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: Gregg Furtney, Chief Administrative Officer

Attachment-1