



C.A.O. Clerk, Getting Ready for 2018

Reflections on 2016

Preparing for the rest of your term.



Presentation Summary

- Getting Ready for 2018 (Fred Dean and Nigel Bellchamber 2017 OGRA conference)
- Key 2016 policies Code of Conduct, Municipal Fiscal Integrity, Accountability & Transparency
- C.A.O. Clerk Department 2016 review
- C.A.O. Clerk Two Year Plan

Dean and Bellchamber



- Presentation at OGRA
- Suggested municipalities follow Bill 68 deliberations
- 17 points for Councils to be mindful of through 2018.
- **Code of Conduct** passed June 2016 sets out rules and policies “governing the ethical behaviour” of Council and Staff

Topic	Is your Council well prepared?	
	YES	NO
Code of Conduct	<input type="checkbox"/>	<input type="checkbox"/>
Integrity Commissioner	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Plan	<input type="checkbox"/>	<input type="checkbox"/>
Asset Management	<input type="checkbox"/>	<input type="checkbox"/>
Procedure By-law	<input type="checkbox"/>	<input type="checkbox"/>
Municipal Financial Integrity	<input type="checkbox"/>	<input type="checkbox"/>
Closed Meeting Analysis	<input type="checkbox"/>	<input type="checkbox"/>



Getting Ready for 2018



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- **Integrity Commissioner** can be appointed to deal with Code of Conduct complaints (optional?)
- **Strategic Plan** passed in 2013, reviewed 2015 and update for 2017; reference in reports, budget, measurables



Getting Ready for 2018 cont'd



- **Asset Management** plan to be in place; used in budget; upgrade in 2017 through CityWide; include all infrastructure
- **Procedural By-law** passed in 2011, amended twice in 2012; electronic meeting participation in Bill 68

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Getting Ready for 2018 cont'd



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- **Municipal Financial Integrity** passed June 2016, good stewardship public funds, value for \$ tax & user fees
- **Closed Meeting Analysis 2016**
- 22 open meetings, 2904 min (avg 132 min); 15 closed meetings, 450 min (avg 30 min)
- + 48 hrs open; 7.5 hrs closed
- For every minute spent in closed over 6 minutes in open



Getting Ready for 2018 cont'd

- **Water Rate Plan** approved Nov. 20, 2015 by regulation 453/07; outline rates and charges to sustain operation and capital
- **Wastewater Rate Plan** optional but completed jointly with Water Rate Plan; recommended approach

Water Rate Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Rate Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Pay Equity	<input type="checkbox"/>	<input type="checkbox"/>
Official Plan Review	<input type="checkbox"/>	<input type="checkbox"/>
Source Water Risk	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory Policies S.270	<input type="checkbox"/>	<input type="checkbox"/>
2018 Budget	<input type="checkbox"/>	<input type="checkbox"/>
Staff Succession Planning	<input type="checkbox"/>	<input type="checkbox"/>
"Lane Duck 2018"	<input type="checkbox"/>	<input type="checkbox"/>



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Getting Ready for 2018 cont'd

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- **Risk Management** Town approved 2017 Insurance Program; \$110,000 premium cost avoidance since 2014; minimal claims
- **Pay Equity** completed all three equities internal, external, and legislated pay; market check & review 2017,



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- **Official Plan Review** completed County 2013; refer to in Budget presentations “shall be consistent with” Plan; due for review 2018
- **Source Water Risk** Town has Risk Management Inspector (Building Inspector) and Risk Management Official (shared); annual report on agenda as per OREG 287/07



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- **Mandatory Policies S. 270**
Disposition of Land, Hiring, Procurement (review), Notice (2012), Accountability & Transparency, Delegation of Powers (updating)
- **2018 Budget** plan for potential lame duck for purchases projects over \$50,000



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- **Staff Succession Planning** presented closed Feb. 16/16, to be presented in open in May; good % Ont. municipal workforce retires inside 5 yrs
- **Lame Duck 2018** July 27, 2018 (May 1 nomination) 3/4 of outgoing Council (acclaim 6); Can't hire/fire officers, delegate firing employees; no expense over \$50,000 unless budgeted



Key Policies in 2016

Preparing for Ombudsman Oversight approved:

- Code of Conduct
- Municipal Fiscal Integrity
- Accountability & Transparency
- Municipal Complaints



Key Policies in 2016

- **Code of Conduct Section 223(2).1 Municipal Act**
- Govern behaviour of council, committees, staff integrity, justice, courtesy, honesty
- Participate Town activities, accessible to people
- No conflict of interest, goes beyond \$, include bias, close mindedness; no harassment or bullying
- Closed matters not made public; media protocol
- No personal gifts related to performance of duties, only reasonable, protocol, social obligation
- Can appoint Integrity Commissioner reporting to Council; no reprimands unless appointed



Key Policies in 2016

- **Municipal Fiscal Integrity** responsibility of Council
Section 224 Municipal Act
- Treasurer (financial affairs, investments, accounts),
C.A.O. Clerk (general control of funds to
Departments), Auditor (financial position)
- Financial plans, asset management, user fees, tax low
to moderate increases, respect ability to pay
- Value for \$ in operations, capital, retention &
attraction etc.; quarterly reports
- Budget by service, expenditure control, investments
- Reserves to exceed borrowing



Key Policies in 2016

- **Accountability & Transparency** S 270 Municipal Act values transparency, public, media, customers
- Accountable key areas Financially, Governance, Public Participation, Legislatively; various ways this is accomplished
- Meetings open, publically accessible, pre-approved schedule, only closed meetings for legal reasons, discourage impromptu closed sessions at Committee
- Agendas and reports on-line, accessible
- Video recording open session, web and social media for communication



Key Policies in 2016

- **Municipal Complaints:** all key policies allow filing complaints to C.A.O. Clerk or Deputy Clerk
- Hierarchy: Supervisor, Department Head, C.A.O. Clerk, Mayor ending with Council
- Resolve promptly, in writing (email), document in City Wide; note when process is exhausted (Ombudsman eligible)
- Person filing complaint's name confidential unless consent given, at Council name is public

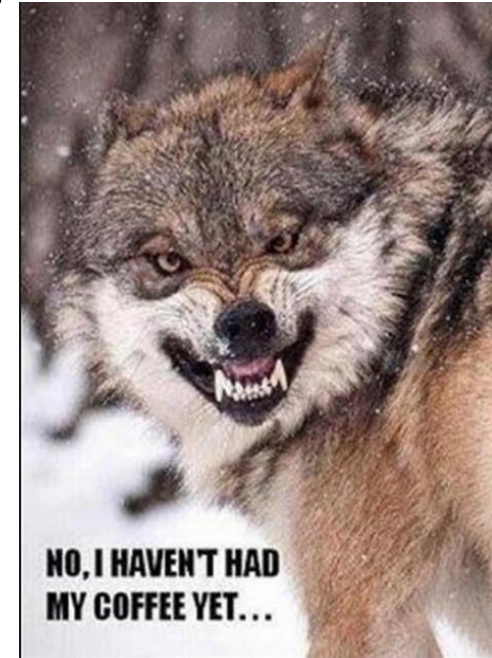
C.A.O. Clerks 2016 review

- Logged 258 complaints regarding roads, trees, street lights etc.
- Issued 326 burn permits notifying Minto Fire



C.A.O. Clerks 2016 review

- 65 Reports from the Department in 2016 (3 per meeting)
- Unforgettable matters such as feral cats, wildlife compensation





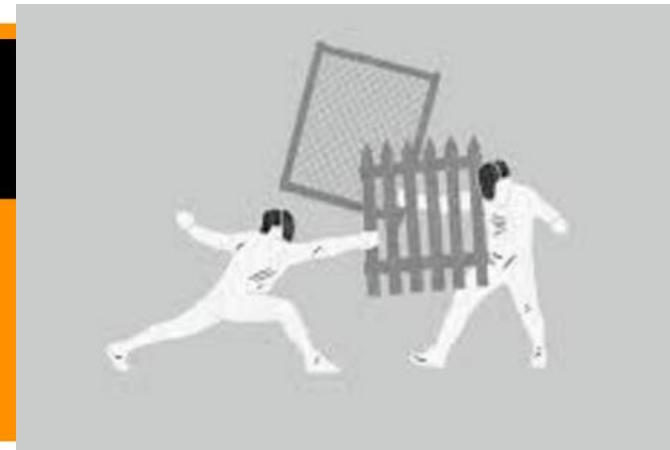
C.A.O. Clerks reports ctd

- Electronic Vehicle Supply Program; Solar FIT 4.0
- Town Agricultural Leases
- Harriston Lawn Bowling, White's Junction Trail



C.A.O. Clerks reports ctd

- Appoint Deputy Clerk
- Municipal Elections Act
Regulation 310/15
Ranked Ballots, fence
viewers





C.A.O. Clerks 2016 Review

- Issued 8 Media Releases
- Legal Services Agreement Extended; Engineering Service Agreement Prepared for award
- Save 92,100 sheets (18 boxes) of paper with electronic agenda +-\$1,000
- Follow up on +400 items from 22 Council Meetings
- Received +200 pieces of correspondence for Agenda
- Set up electronic files for TOMRMS standard system; began training staff on its use, saves more paper
- Support to Employee Committee and to Minto Mettle

