

# INAUGURAL MEETING COUNCIL ORIENTATION

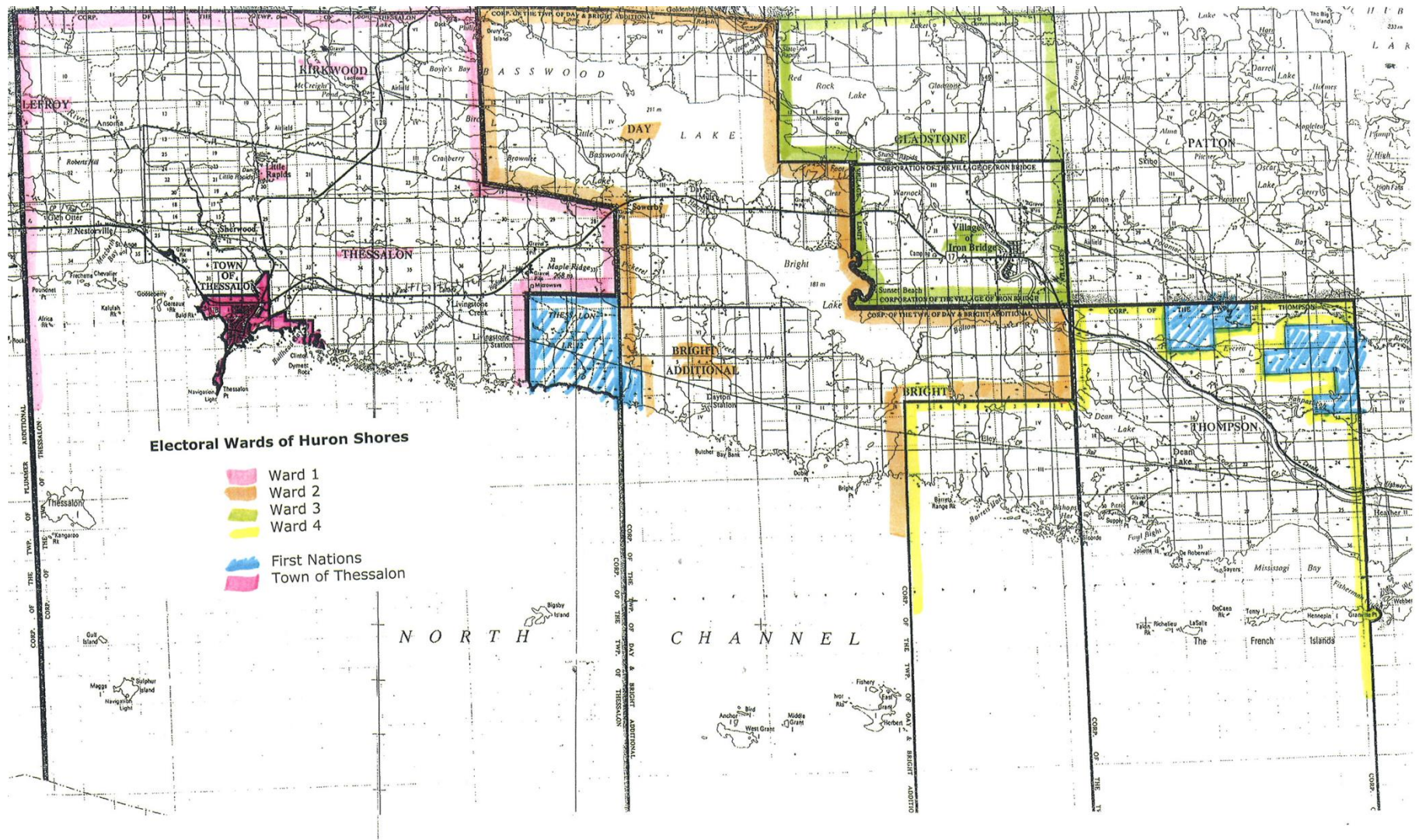


Welcome to the  
Dec. 1, 2018 – Nov. 14, 2022  
Term of Council!



# BINDER CONTENT

- Description of Ward Boundaries
- Ward Map
- Municipal Statistics
- Facilities and Equipment
- Meetings of Council ?? – not included
- Policies and Acts
- Resource Material (i.e. Ontario Municipal Councillor's Guide, Public Library Handbook)



**Electoral Wards of Huron Shores**

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- First Nations
- Town of Thessalon

N O R T H

C H A N N E L

# Role of Council

- To represent the public and consider the well-being and interests of the municipality;
- To develop and evaluate the municipality's policies and programs;
- To determine which services to provide;
- To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement Council decisions;
- To ensure the accountability and transparency of operations, including the activities of the senior management;
- To maintain the municipality's financial integrity;
- To carry out the duties of council under this or any Act.

# Role of Head of Council

- To act as the Chief Executive Officer;
- To preside at council meetings so that business is carried out efficiently and effectively;
- To provide leadership to council;
- To represent the municipality at official functions;
- To carry out the duties of the head of council under this and any other Act.

# As CEO, the Head of Council must:

- Uphold and promote the purposes of the municipality;
- Promote public involvement in the municipality's activities;
- Act as the representative of the municipality, both within and outside the municipality;
- Participate and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.



**The Head of Council has a prominent and very public profile, but does not have any more power than any other Council member to make decisions on behalf of the municipality.**

**Each member of council has only one vote.**



# Role of Staff

- To implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- To undertake research and provide advice to council on the municipal policies and programs;
- To carry out other duties required under this or any other Act and other duties as assigned.

# Communication Flow



**Council**

**Clerk/Administrator**

**Staff**

My door is always open



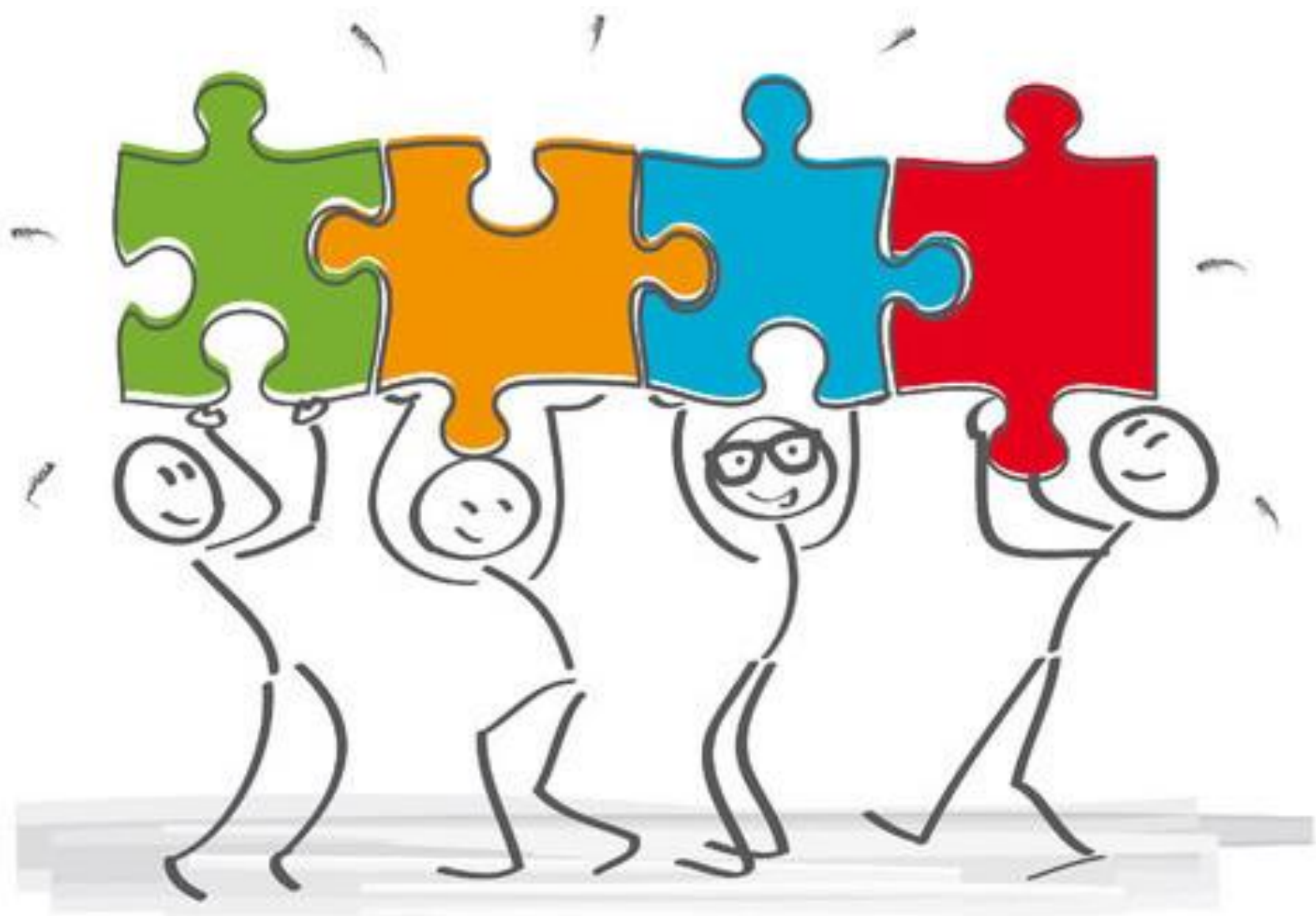
# COUNCIL CODE OF CONDUCT

- The current Code of Conduct was adopted by Council in 2014. The purpose of the document is to establish guidelines for ethical standards of conduct for Municipal Council.
- The current document requires the Head of Council, or Acting Head of Council to deal with allegations.
- The Municipality has participated in the development of a new Code of Conduct, the draft of which is included in your binders.
- On March 1, 2019, municipalities will be required to provide its ratepayers with access to an integrity commissioner. The integrity commissioner is to perform in an independent manner, the function assigned by the Municipality with respect to: the Code of Conduct; *Municipal Conflict of Interest Act*; the ethical behaviour of Council and its local boards; to provide advice to members of Council and its local boards; and to provide educational information to members of Council and its local boards, the municipality and the public respecting the Code of Conduct and *Municipal Conflict of Interest Act*.
- Therefore, the draft Code of Conduct will have to be adopted prior to March 1<sup>st</sup>.

# COUNCIL / STAFF RELATIONS

Policy required by March 1, 2019, as per Bill 68. The draft is included in your Binder. Looking to adopt the Policy at the January 9, 2019 Meeting of Council.

The intent of the Policy is to ensure that the relationship between the members of Council, the officers and staff is co-operative and supportive with a clear understanding of each others' roles and responsibilities.



# *MUNICIPAL CONFLICT OF INTEREST ACT*

- As mentioned, as per Bill 68, as of March 1, 2019, the Integrity Commissioner will be responsible for the application of Sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act*.
- Members must declare the conflict in writing and with said copies to be kept in a registry and available for public inspection. Forms will be provided for you.

# Pecuniary Interest

- **Direct pecuniary interest**
- **Indirect pecuniary interest** - member has an indirect pecuniary interest in any matter in which the council or local board, 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.
- **Interest of certain persons deemed that of member** - For the purposes of this Act, 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.



# PROCEDURAL BY-LAW

- The current Procedural By-law is included in your Binder.
- A new draft Procedural By-law will be provided, for review, at the soonest meeting following receipt from Wishart Municipal Law Group.
- Proposed changes include:
  - New definition of meeting (mandatory per Bill 68);
  - Allowance for electronic participation in Council Meetings (now able to under Bill 68). He/she cannot participate in closed session and does not count towards quorum but, can vote in Open Session;
  - Deputy Mayor / Acting Mayor;

# LIVING DOCUMENTS

examples include:

- Economic Development Strategic Plan
- Official Plan
- Zoning By-law
- Asset Management Plan
- Procurement Policy
- Multi-Year Accessibility Policies and Plan (2014-2019)

# POLICIES TO BE AMENDED/ADOPTED

- Pregnancy/Parental Leave for Council Members;
- Protection of Tree Canopy – indicating how the municipality’s tree canopy will be protected;
  - both, as per Bill 68 – March 1/19
- Complaints Policy;
- Finance Policies – tax collection; reserves; tax sale (update); investments; user fees (update) and Fire Dept. fees; standby.

# ASSET MANAGEMENT

- Is the process of making coordinated decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets
- Is required in order to obtain Provincial/Federal funding

<https://youtu.be/Wx6YxOZkWZc>

# 2018 Municipal Asset Management Planning Regulation – key dates

- January 1, 2018: Effective date of Regulation (there are no requirements that must be met at this time).
- July 1, 2019: Date for municipalities to have a finalized strategic asset management policy.
- July 1, 2021: Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and storm water management) that discusses current levels of service and the cost of maintaining those services.
- July 1, 2023: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that discusses current levels of service and the cost of maintaining those services.
- July 1, 2024: Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2023. This includes a discussion of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund the activities.

# IN-HOUSE & ONLINE TRAINING RESOURCE EXAMPLES

- Ontario Municipal Councillor's Guide (included in binder):

<https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018>

- Accessibility for Ontarians with Disabilities

**Act, 2005.** The Integrated Accessibility Standards Regulation (Ontario Regulation 191/11), includes accessibility standards for Customer Service, Information and Communications, Employment, Transportation and the Design of Public Spaces. All members of Council, Staff and Volunteers must be trained in Accessible Customer Service. <https://accessforward.ca/customerService/intro>

# Miscommunication



**How the customer explained it**



**How the project leader understood it**



**How the analyst designed it**

# The Key to our Success



"EACH OF YOU HAS BEEN GIVEN A SIMPLE,  
YET POWERFUL TOOL..."