



Please Note: Cellular phones/pagers must be switched to the non-audible function during this meeting.

**AGENDA**  
**For the Special Meeting of the**  
**Council of the Municipality of West Grey**  
**To be Held on Thursday, February 15, 2018 at 12:01 p.m.**  
**At the Council Chambers – West Grey Municipal Office**

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- 1. Call to Order 12:01 p.m.**
  
- 2. Declarations of Pecuniary Interest & General Nature Thereof**
  
- 3. Item of Business**
  - 1) Association of Municipalities of Ontario Bill 68 Webinar (attachment)
  
- 4. Adjournment (approximately 1:00 p.m.)**



# Why Prepare for 2018-2019?

## Facilitating the Transition: Bill 68 WEBINAR

Date: 15 February, 2018



# Your Facilitators

- **Fred Dean**
- Fred Dean is a municipal solicitor who acts exclusively for municipalities and municipal associations. He has practiced law in Ontario for more than 35 years, 23 of those as Sudbury City Solicitor. Since 2002, he and Nigel have facilitated AMO's Effective Municipal Councillor Programme presenting hundreds of day long sessions in all parts of Ontario. Fred is a regular contributor at municipal conferences. He is also the chair of the Question Box panel at the ROMA conference and of the Last Word panel at the Ontario Good Roads Conference. A member of AMO's Honour Roll since 2007, he now serves local government by coaching and giving advice to municipal officials across Ontario.
- 416-251-8811 [fdean@citysolicitor.net](mailto:fdean@citysolicitor.net)
- **Nigel Bellchamber**
- Nigel Bellchamber consults with municipalities, municipal organizations and provincial and territorial governments across Canada. A former municipal CAO and Finance Commissioner, his 35 years plus of experience in the local government sector includes large and small, rural and urban. His practice includes training and development work for local government, along with strategic planning, and senior staff recruitment. Also a member of the AMO Honour Roll, he has been the President and GM of the Ontario Municipal Administrators' Association and served as member and Chair of the Public Sector Accounting Board.
- 519-671-1189 [bellchamber@sympatico.ca](mailto:bellchamber@sympatico.ca)

## Why Prepare for 2018-2019?

- Turnover likely to exceed 50%
  - Retirements
  - Time for Change/Clean House/Fix X/Get rid of Y/Cut taxes
  
- Minimize disruption of initiatives in progress
- Avoid early 2019 hasty decisions
- Assume “Lame Duck” a reality

## Lame Duck Checklist

- Are there any retirements planned? \_\_\_\_\_
- Who has authority to hire employees? \_\_\_\_\_
- What sale/lease/etc of land could arise? \_\_\_\_\_
- 2018 Capital Budget contingencies? \_\_\_\_\_
- Any complicated projects in progress? \_\_\_\_\_
- Modify delegation for 2018? \_\_\_\_\_

## Code of Conduct Checklist

- Do you have a code yet? \_\_\_\_\_
- Is it too broad or too narrow? \_\_\_\_\_
- Has it been 'Tested'? \_\_\_\_\_
- Does it encompass other policies? \_\_\_\_\_
- Have you had an independent review? \_\_\_\_\_
- Is there annotation? \_\_\_\_\_
- Are reports readily available? \_\_\_\_\_
- Timing of Code review/establishment? \_\_\_\_\_

## Selecting an IC Checklist

- Access of IC to legal expertise? \_\_\_\_\_
- More than one with specialization? \_\_\_\_\_
- Back up in case of illness/holidays? \_\_\_\_\_
- Orientation/Education? \_\_\_\_\_
- Turnaround time on opinions? \_\_\_\_\_
- Input with respect to new/revised Code? \_\_\_\_\_

## “Meeting” now defined

- means 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



## “Meeting” Checklist

- New definition in effect January 1, 2018 \_\_\_\_\_
- Procedure By-law changes needed? \_\_\_\_\_
- Are Councillors educated? \_\_\_\_\_
- Are local board/committee members? \_\_\_\_\_
- Are senior staff ? \_\_\_\_\_
- Email/social media impacts understood? \_\_\_\_\_

# Electronic Attendance Checklist

- What is problem that needs addressing? \_\_\_\_\_
- What are the downsides? \_\_\_\_\_
- What are the benefits? \_\_\_\_\_
- Who benefits? \_\_\_\_\_
- What are your technical limitations? \_\_\_\_\_
- What is impact on public attendees? \_\_\_\_\_
- Considered a test run? \_\_\_\_\_

## Expansion of Closed Meeting Exceptions

- In effect January 1, 2018
- Understand the existing exceptions
- Anticipate impact of new ones
  - Explicitly confidential info from Sr. Government
  - Trade secret or other info with significant impact on competitive position of other party
  - Municipal trade secret with monetary value
  - Info to be applied to municipal negotiations

## New Procedural Requirement

- Resolution required upon receipt of Closed Meeting Investigator's report stating how Council intends to deal with its findings and recommendations

## Closed Meeting Exceptions Checklist

- What are tests for new exceptions? \_\_\_\_\_
- Who will apply tests? \_\_\_\_\_
- When will they be applied? \_\_\_\_\_
- Education for staff ? \_\_\_\_\_
- Education of Council/Bds/Committees? \_\_\_\_\_
- Procedure By-law amendments? \_\_\_\_\_
- Resolution to deal with Investigation Report? \_\_\_\_\_

## Procedure By-law Checklist

- Has your by-law been amended yet? \_\_\_\_\_
- If not when is review scheduled? \_\_\_\_\_
- Incorporate MCI Register? \_\_\_\_\_
- What else needs to be changed? \_\_\_\_\_
- Who will be involved in review? \_\_\_\_\_
- Is there a Code of Conduct impact? \_\_\_\_\_

## Three New Council Policies Required March 1, 2019

- 1) Pregnancy leave & Parental leave for elected officials
    - Avoids vacancy provision in Municipal Act
  - 2) Tree Canopy & Natural Vegetation protection
  - 3) Relationship between council members & staff
- Review of current Section 270 Council policies timely

## 2018-2022 Members of Council Education Plan

- Includes
  1. Candidate education
  2. Local Orientation
  3. Broader Education
    - Head of Council
    - New Councillors
    - Returning Councillors

1 is desirable, 2 & 3 essential

Plan beyond year one of new term

Budget for 2018 through 2022





## Summary Checklist

- Are we ready/do we have a plan for for
  - New/amended Code of Conduct \_\_\_\_\_
  - Integrity Commissioner(s) appointment(s) \_\_\_\_\_
  - Lame Duck possibility \_\_\_\_\_
  - New meeting definition \_\_\_\_\_
  - New open meeting exceptions \_\_\_\_\_
  - New electronic attendance \_\_\_\_\_
  - New Section 270 Policies \_\_\_\_\_
  - Procedure By-law changes \_\_\_\_\_
  - Role of new vs current council \_\_\_\_\_
  - Orientation and Education for next Council \_\_\_\_\_