

# **The Corporation of the City of Kawartha Lakes**

## **Council Report**

**Report Number CAO2019-003**

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**Date:** February 19, 2019

**Time:** 2:00 p.m.

**Place:** Council Chambers

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**Ward Community Identifier:**

**Title:** Committees/Boards/Task Forces – Policy and Code of Conduct Amendments

**Description:** Proposed clarifications and amendments to Council Policies CP2018-017 and CP2018-018

**Author and Title:** Ron Taylor, Chief Administrative Officer

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**Recommendation(s):**

**That** Report CAO2019-003, **Committees/Boards/Task Forces – Policy and Code of Conduct Amendments**, be received; and

**That** amendments to the Policies entitled CP2018-017 – Council Committee, Board and Task Force Policy and CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards & Task Forces, as outlined in Appendices A and B to Report CAO2019-003, be adopted.

**Department Head:**\_\_\_\_\_

**Financial/Legal/HR/Other:**\_\_\_\_\_

**Chief Administrative Officer:**\_\_\_\_\_

## **Background:**

During the last term of Council, all Council policies were reviewed and updated where appropriate. Council Policy CP2018-017 – Committee, Board and Task Force Policy was adopted (see Appendix A) and replaced previous Policy 028-CAO-002.

During this review, staff identified a need to develop a new Code of Conduct and Ethics specifically to guide Committee/Board/Task Force members. Previously, there was no Code of Conduct and Ethics for members, and guidance was provided from Codes of Conduct governing Council or employees. Council Policy CP2018-018 – Code of Conduct and Ethics – Members of Committees, Boards and Task Forces was subsequently approved (see Appendix B).

This new Code of Conduct and Ethics was modelled after the Code of Conduct applicable to Council members. As the Head of Council, the Mayor is responsible to coordinate and investigate member contraventions and misconduct, and Council is responsible to make decisions respecting members.

A member of the public has provided recommended changes and clarifications to both Council policies through the Mayor. A memorandum outlining these recommendations is provided in Appendix C to this report.

This report provides staff recommended amendments to Policy CP2018-017 and CP 2018-018 for clarity.

## **Rationale:**

Based on a review of the written submission and consultation with the Mayor, staff is recommending clarifications to both Council Policies (CP2018-017 and CP2018-018).

## **Other Alternatives Considered:**

Council could choose to maintain the current policies as written. There is merit in providing clarification, as recommended, so that Council's expectations of Committee/Board/Task Force members are clear. The proposed policy amendments also provide a clear and consistent process to investigate contraventions, while engaging affected parties in that process.

Council could choose to further amend these guiding policies. If so, additional direction is required to establish a process.

## **Financial/Operation Impacts:**

N/A

## **Relationship of Recommendation(s) to the 2016-2019 Strategic Plan:**

Maintaining policies for committees/boards/task forces and member conduct clearly sets out Council expectations for citizen members, while protecting volunteers that are supporting Council and the community. The proposed policy clarifications are an example of Council's commitment to collaboration and continuous improvement.

## **Review of Accessibility Implications of Any Development or Policy:**

N/A

## **Servicing Implications:**

N/A

## **Consultations:**

Mayor

## **Attachments:**

Appendix A – Proposed and Redlined Policy CP2018-017



App A - CP2018-017  
Council Committee Bo

Appendix B – Proposed and Redlined Policy CP2018-018



App B - CP2018-018  
Code of Conduct and

Appendix C – Memorandum to Mayor & Council from J. Abernethy



App C - Abernethy  
Memo Re CP2018-017

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**Department Head:** Ron Taylor, CAO

**Department File:**