



Committee Orientation - Dismantling Anti-Black Racism Advisory Committee

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Agenda



- Overview of the Town's Committee related By-laws and policies
- Compliance Training
- Questions

Procedure By-law

- Procedure By-law governs meetings of Council and its Committees
- Quorum
- Conflict of Interest
- Motions
- Hybrid meeting participation

Meeting Procedures (cont.)

- Point of Order
- Role of the Chair
 - Chairs meetings of the Committee
 - Decides order of business
 - Acknowledge motions and announce outcome of votes
 - Ensures rules are followed and decorum maintained

Committee Administration Policy



- Purpose
- Absences
- Committee Conduct
- Communications

Terms of Reference



- Mandate
- Deliverables
- Staff Resources
- Frequency of Meetings

Code of Conduct

Application to Local Boards



- As of March 1, 2019, all Local Boards must have a Code of Conduct
- Town of Newmarket Council Code of Conduct has been amended to include all Local Boards

Principles



- The decision-making process is open, accessible and equitable and respects the Town's governance structure
- Public office is not to be used for the personal financial benefit of any Member
- Town residents should have confidence in the integrity of their local government
- The conduct of each Member is of the highest standard
- The conduct of each Member demonstrates fairness, respect for differences and a duty to work with other Members together for the common good

Conduct



- Members shall at all times conduct themselves with propriety, decency and respect and with the understanding that all members of the public, other Members and staff are to be treated with dignity, courtesy and empathy.
- Members shall at all times conduct themselves with decorum and in accordance with the Town's Procedure By-law during any meetings and in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

Transparency and Openness



- Members conduct duties in an open and transparent manner
- Municipal Act requires all meetings to be open to the public (with exceptions)

Access to Information and Confidentiality



- Members are entitled to have access to information in the possession of the Town that is relevant to Board
- Members have a continuing obligation to keep information confidential

Conflict of Interest

- Members must declare conflicts of interest
- Declarations must be made in writing at the meeting or soon after
- Members will not participate, vote or attempt to influence the vote on any item on which they have a declared interest

Gifts



- Members shall not accept a gift or personal benefit that is connected directly or indirectly with the performance of their duties
- Limited exceptions listed in the Code of Conduct

Communications and Social Media



- Corporate Communications Department is responsible for Communications
- No Member shall use social media to publish anything that is dishonest, untrue, offensive, disrespectful, constitutes harassment, is defamatory or misleading in any way

Town of Newmarket Integrity Commissioner



- The Town of Newmarket Integrity Commissioner is responsible for the application of the Code of Conduct and investigation of any complaints
- Members may seek advice from the Integrity Commissioner respecting their obligations under the Code of Conduct or the Municipal Conflict of Interest Act

Ontarians with Disabilities Act, 2001 (ODA)



Purpose:

- To improve opportunities for people with disabilities by identifying, and removing barriers
- Applies to the broader public sector
- Requires annual accessibility planning
- Requires municipalities to maintain an Accessibility Advisory Committee

Accessibility for Ontarians with Disabilities Act, 2005 (AODA)



Purpose:

- To achieve a fully accessible Ontario by 2025, through the development of accessibility standards
- Under the AODA there are two provincial regulations, namely:
 - Accessibility Standards for Customer Service
 - Integrated Accessibility Standards

Integrated Accessibility Standards

Requires:

- Establishment, implementation, maintenance and the documenting of a Multi-year Accessibility Plan
- Incorporation of accessibility criteria and features when procuring or acquiring goods, services or facilities
- Training
- Other specific requirements under the standards

Health and Safety



- The Corporation of the Town of Newmarket is committed to providing a safe and healthy work environment as provided for in Health & Safety Legislation and will take all reasonable and practical steps to eliminate or reduce workplace hazards which might cause injuries or adverse health effects.
- It is expected all Committee members will conduct themselves in a healthy and safe manner.
- At no time should a Committee member put themselves or anyone else at risk while fulfilling their role on a committee.
- Should a committee identify a potential health or safety hazard it should be reported to staff without delay.

Next Steps

- Read and sign Confidentiality Agreement and Code of Conduct Attestation

Questions?