



CITY OF HAMILTON
CITY MANAGER'S OFFICE
CLERK'S DIVISION AND LEGAL SERVICES

TO:	Chair and Members General Issues Committee
COMMITTEE DATE:	March 1, 2017
SUBJECT/REPORT NO:	Codes of Conduct and Training for Council Appointed Bodies (LS17008 / CL17002) (Outstanding Business List Item)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Lisa Pasternak, Solicitor, ext. 7292
SUBMITTED BY:	Janice Atwood-Petkovski, City Solicitor, Legal Services and Rose Caterini, City Clerk, City Manager's Department
SIGNATURE:	

RECOMMENDATION

- (a) That the Administrative Tribunal Code of Conduct (Appendix "A") be forwarded to the Committee of Adjustment, Election Compliance Audit Committee, Licensing Tribunal and Property Standards Committee for consideration and approval at their next regularly scheduled meeting;
- (b) That the Advisory Committee / Task Force Code of Conduct (Appendix "B") be approved; and
- (c) That the Legal Services Division and the Clerk's Division provide training for the members of the City's Administrative Tribunals and Advisory Committees/Task Forces once per Council term with respect to the carrying out of their responsibilities as members of these bodies.

EXECUTIVE SUMMARY

This report recommends Codes of Conduct for the City's Administrative Tribunals and Advisory Committees / Task Forces as well as training for these bodies.

The Code of Conduct for the Administrative Tribunals sets out standards that ensure fairness, integrity and independence. It is to be forwarded to the Committee of Adjustment, Election Compliance Audit Committee, Licensing Tribunal and Property

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

Standards Committee for their consideration and approval, as these bodies operate independently from Council, establishing their own procedures.

The Code of Conduct for Advisory Committees / Task Forces sets out standards that ensure integrity, transparency and courtesy. It is to be approved by Council.

The Legal Services Division and Clerk's Division staff will provide training for the members of the City's Administrative Tribunals and Advisory Committees/Task Forces once per Council term with respect to the carrying out of their responsibilities as members of these bodies. There will be two programs, one for Administrative Tribunals and one for Advisory Committees, one to two hours in length. More than one session of each program will be offered, on different days and at different times, so that as many members as possible are able to attend.

Alternatives for Consideration –Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS (for recommendation(s) only)

Financial: None.

Staffing: The Legal Services Division and Clerk's Division do not anticipate any staffing implications with this added responsibility.

Legal: None

HISTORICAL BACKGROUND (Chronology of events)

On November 23, 2016 Council directed staff to report back to the General Issues Committee as follows:

7.6 Code of Conduct and Education Training Program for Council Appointed Bodies (Item 8.1)

WHEREAS, it is desirable that Council-appointed members to various bodies have appropriate guidelines respecting their conduct, demeanour and ethics;

THEREFORE BE IT RESOLVED:

That staff be directed to report back to the General Issues Committee with recommendations for appropriate mechanisms, including a code of conduct, and a program of education and training, which will support accountability and best practices for the City of Hamilton's Council-appointed bodies.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Bill 68, which amongst other things amends the Municipal Act, is currently being considered by the Provincial Legislature and is at the second reading stage. The Bill, which has yet to be finalized, may affect Codes of Conduct for the City's Administrative Tribunals and Advisory Committees / Task Forces. Staff will report to the General Issues Committee if required on the Bill is passed.

RELEVANT CONSULTATION

Codes of Conduct implemented for bodies similar to the City's Administrative Tribunals and Advisory Committees / Task Forces were reviewed.

ANALYSIS AND RATIONALE FOR RECOMMENDATION (Include Performance Measurement/Benchmarking Data if applicable)

Not applicable.

ALTERNATIVES FOR CONSIDERATION

(Include Financial, Staffing, Legal and Policy Implications and Pros and Cons for each alternative)

None.

ALIGNMENT TO THE 2016 – 2025 STRATEGIC PLAN

Community Engagement & Participation

Hamilton has an open, transparent and accessible approach to City government that engages with and empowers all citizens to be involved in their community.

Our People and Performance

Hamiltonians have a high level of trust and confidence in their City government.

APPENDICES AND SCHEDULES ATTACHED

Appendix "A": Administrative Tribunal Code of Conduct

Appendix "B": Advisory Committee / Task Force Code of Conduct