



INFORMATION REPORT

TO:	Chair and Members Governance Review Sub-Committee
COMMITTEE DATE:	3/27/2023
SUBJECT/REPORT NO:	Feedback from the Advisory Committees on the Code of Code of Conduct for Local Boards (FCS23032)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Janet Pilon (905) 546-2424 Ext. 4304
SUBMITTED BY:	Andrea Holland City Clerk Office of the City Clerk
SIGNATURE:	

COUNCIL DIRECTION

Council on December 7, 2022 directed staff as follows:

That staff be directed to attend each Advisory Committee during one of their regular meetings to obtain feedback and recommendations on the new Code of Conduct (in effect May 1, 2023) and report back to the Audit, Finance and Administration Committee.

INFORMATION

The Advisory Committee Staff Liaisons attended each of the meetings when the Code of Conduct for Local Boards was discussed at an Advisory Committee meeting and ensured that the comments were included within the Advisory Committees meeting minutes.

HISTORICAL BACKGROUND

The Integrity Commissioner's Work Plan, which included the development of a Code of Conduct for Local Boards was approved on March 31, 2021.

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.

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On October 13, 2021 Council directed the City Clerk to circulate the draft Code of Conduct to all entities established by Council whose membership is appointed by Council; coordinate all feedback on the draft Code of Conduct to the Integrity Commissioner and schedule a Special General Issues Committee meeting for the Integrity Commissioner to present all of the feedback received.

Clerk's circulated the draft Code of Conduct as directed on October 20, 2021.

A Special General Issues Committee was held on January 17, 2022 with the recommendations of that meeting, being referred to Council on January 19, 2022 for consideration.

On January 19, 2022 Council approved the By-law "Code of Conduct for Local Boards" (By-Law 22-019) attached as Appendix "A" to this report effective May 1, 2023 with enforcement and complaints being administered under the current Codes of Conduct until April 30, 2023.

Council also directed the City Clerk to develop and deliver a training program, with the Integrity Commissioner, on the new Code of Conduct for Local Boards, in the Spring of 2022 (virtual and in person where appropriate) at an upset limit of \$5,000, to be funded through the Tax Stabilization Reserve account 110046; with the training sessions accommodating members work schedules and open to all members of all local boards with the intent that they attend one of the six sessions offered.

The Integrity Commissioner conducted the following six (6) two-hour In-Person Training Sessions on:

- April 11, 2022:
 - 10:00 a.m. with 16 individuals in attendance;
 - 3:00 p.m. with 8 individuals in attendance; and
 - 6 p.m. with 5 individuals in attendance

- April 21, 2022:
 - 10:00 a.m. with 10 individuals in attendance;
 - 3:00 p.m. with 5 individuals in attendance; and
 - 6 p.m. with 11 individuals in attendance

Following the In-Person Training Sessions the Integrity Commissioner also held an additional Virtual Training Session on June 2, 2022 with 58 individuals in attendance.

On December 7, 2022 Council directed staff to circulate the Code of Conduct (in effect May 1, 2023) to each Advisory Committee during one of their regular meetings to obtain feedback and recommendations.

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Clerk's circulated the Code of Conduct (in effect May 1, 2023) to each Advisory Committee's Staff Liaison for inclusion on an upcoming agenda on December 8, 2022.

The feedback received can be found in Appendix 'B' attached to this report.

Staff were also directed on February 8, 2023 to release the reports respecting the feedback received from the Advisory Committees on the new Code of Conduct (in effect May 1, 2023) and the Procedural Handbook for Citizen Appointees to City of Hamilton Local Boards early, to provide the Advisory Committees with sufficient notice in order for them to arrange to delegate on the report, should they wish to do so.

Staff published the reports on March 8, 2023 and forwarded an email notifying all current appointees through their respective Staff Liaison that the reports were available for review and to arrange to delegate on the report, should they wish to do so.

APPENDICES AND SCHEDULES ATTACHED

Appendix A – Code of Conduct for Local Boards (By-law 22-019), in effect May 1, 2023
Appendix B – Comments received from the Advisory Committees respecting the Code of Conduct for Local Boards