

**The Corporation of the Town of Deep River**

**MINUTES**

**SPECIAL MEETING OF COUNCIL**

**Saturday, December 4, 2010 at 9:00 a.m.**

**Present:**

Mayor	David Thompson
Deputy Mayor	Mary MacCafferty
Councillors	Daniel Banks
	Christopher Carroll (arrived at meeting at 11:00 a.m.)
	Ronald Desrochers
	Terry Myers
	Ruth Syme

**Staff:** Michelle Larose, CAO/Clerk  
Dawn Recoskie, Deputy Clerk

**1. CALL TO ORDER**

Mayor Thompson opened the meeting and welcomed everyone.

**2. TOUR OF MUNICIPAL FACILITIES**

**2.1 Public Works Department**

Members of Council and staff toured the Public Works facility. Mr. Paul Lance lead the tour.

**2.2 Sewage Treatment Plant**

Members of Council and staff toured the exterior of the building.

**2.3 Water Treatment Plant**

The tour was unable to be conducted due to unforeseen circumstances. Members of Council and staff continued on to the Municipal Pool.

**2.4 Municipal Pool**

Members of Council and staff toured the Municipal Pool facility. Sarah Hosbons, Senior Pool Supervisor, and Shelly Cull, Recreation Manager, lead the tour.

**3. PRESENTATION**

**3.1 Roles and Responsibilities of Council – Michelle Larose, CAO/Clerk**

Members of Council and staff returned to Town Hall for the presentation. Councillor Carroll joined the meeting at this point (11:00 a.m.). A copy of the PowerPoint presentation is attached to the minutes for information purposes.

**4. ADJOURNMENT**

**RESOLUTION # 2010-235**

**MOVED BY:** Councillor Carroll  
**SECONDED BY:** Deputy Mayor MacCafferty

**BE IT RESOLVED THAT** Council hereby adjourn the meeting at 12:51 p.m.

**CARRIED.**

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Mayor David Thompson

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CAO/Clerk – Michelle Larose

**The Town of Deep River**  
**MUNICIPAL COUNCIL ORIENTATION**  
 December 4, 2010

**Roles and Responsibilities of the Head of Council (Mayor)**

- Act as the chief executive officer of the municipality
- To preside over council meetings so that its business can be carried out efficiently and effectively
- To provide leadership to the council
- To represent the municipality at official functions
- Uphold and promote the purposes of the municipality
- Promote public involvement in the municipality's activities

**Head of Council (cont'd)**

- Act as the representative of the municipality, and promote the municipality locally, nationally and internationally
- Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents
- To carry out the duties of the head of council under the Municipal Act and any other Act.

**Roles and Responsibilities of Council**

- To represent the public and to consider the well-being and interests of the municipality
- To develop and evaluate the policies and programs of the municipality
- To determine which services the municipality provides
- To ensure that administrative and controllership policies, practices and procedures are in place to implement Council decisions

**Council Roles - continued**

- To ensure the accountability and transparency of the operations of the municipality
- To maintain the financial integrity of the municipality
- To carry out the duties of council under the Municipal Act or any other Act

**Roles of Officers and Employees of the Town of Deep River**

- To implement council decisions and establish administrative practices and procedures to carry out council's decisions
- To undertake to research and provide advice to council on the policies and programs of the municipality
- To carry out other duties required under the MA or any other Act

**Chief Administrative Officer Responsibilities**

- Exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality
- Performing such other duties as are assigned by the municipality

**COUNCIL & STAFF RELATIONS**

**TEAMWORK**



**Council and Staff Relations**

Defining roles characterizes the relationship

- Staff and Council must respect their separate roles and maintain the relationship
  - > Staff should not try to influence Council members
  - > Council members should not try to influence staff
- Council members need to know where to seek advice on process and information

**COUNCIL AND STAFF  
ACTING AS A TEAM**

COUNCIL – ACTING AS A WHOLE

STEERS:

- ⊗ Determines strategies
- ⊗ Adopts financial plans
- ⊗ Approves budgets
- ⊗ Adopts service policies and decides service levels
- ⊗ Evaluates performance

**COUNCIL AND STAFF  
ACTING AS A TEAM**

STAFF – LEAD BY THE CAO

ROWS:

- ⊗ Provides information and advice
- ⊗ Implements Council decisions, strategies, financial plans and budgets
- ⊗ Provides services at levels determined by Council

**GOOD GOVERNANCE**

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What is meant by good governance?

An effective democratic decision-making process which assumes a multiple stakeholder relationship employing a set of rules that is based on values of transparency, accountability and honesty.

**Good Governance -  
Characteristics**

- ⊗ Consensus oriented
- ⊗ Participatory
- ⊗ Following the Rule of Law
- ⊗ Effective and Efficient
- ⊗ Accountable
- ⊗ Transparent
- ⊗ Responsive
- ⊗ Equitable and Inclusive

**COUNCIL MEETING  
PROCEDURES**

OPEN AND ACCOUNTABLE GOVERNMENT

**TRANSPARENCY AND ACCOUNTABILITY**

- ⊗ It protects against claims of inappropriate behaviour
- ⊗ Helps encourage public trust in municipal decision-making process
- ⊗ Provides interested parties with information they are entitled to have
- ⊗ Provides protection against court challenges
- ⊗ Makes the job of staff easier

**OPEN MEETING  
LEGISLATION**

- ⊗ Public scrutiny is the primary goal of transparency and accountability
- ⊗ All meetings should be open to the public except as described in the Municipal Act
- ⊗ The exceptions should be used with care

**PROVISION FOR CLOSED  
MEETINGS**

Section 219 of the Municipal Act:  
A meeting or part of a meeting may be closed for the following exceptions:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition, or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

**Provisions for Closed Meetings  
Other Criteria**

Educational or training sessions:

- ⊗ A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
  - › 1. The meeting is held for the purpose of educating or training the members.
  - › At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

**Council Meeting Procedures  
Open Meeting Legislation**

- Council must have a commitment to transparency
  - AVOID
    - Voting on substantive motions. This means no consensus taking or default processing.
    - A vote that moves a matter along the continuum of the decision making process should never be taken in a closed meeting. A vote on procedural question is permitted.
    - Additional items dealt with in a closed meeting
    - Unauthorized matters considered
    - Resolutions that are too generic or inaccurate

**Open Meeting Legislation - continued**

- The Clerk or designate must always be in attendance at a closed meetings

**Role of the Chairman  
Committees and Boards**

- The role of the Chairperson should be defined in the procedural by-law
- Unless otherwise specifically authorized, the Chair has not more powers than anyone else to direct or otherwise
- The success or failure of a Board or a Committee often depends on the chairpersons' leadership role.
- The Chairperson is responsible to ensure that the meeting is held in accordance with Open Meeting Legislation.
- The role of the Chair is to facilitate the meeting.

**ETHICS and CONDUCT  
Defining Good Behaviour**

- ETHICS is the values and principles that govern the decisions of the organization and employees at all levels;
  - It's a commitment to manifesting those values and principles in actual behaviour; and
  - A process for interpreting those values and principles in situations where they conflict or are unclear.

**ETHICS and CONDUCT  
Defining Good Behaviour**

- INTEGRITY MANAGEMENT entails all of the activities carried out by an organization for the purpose of preventing conduct that might:
  - Be illegal
  - Incur a civil or reputational liability for the company
  - Harm the organization or its key stakeholders
  - Violate the organizations voluntary commitments or policies

**ETHICS and CONDUCT  
Defining Good Behaviour**

- ENGAGEMENT refers to integrity management activities designed to shape a culture of integrity within an organization, in which:
  - Universal values are defined and fostered
  - Employees are encouraged and empowered to engage with those values to make more ethical decisions; and
  - Raising questions about the ethics of particular decisions or behaviours is encouraged

**ETHICS and CONDUCT  
Defining Good Behaviour**

- COMPLIANCE refers to integrity management activities designed to ensure strict adherence to legal and regulatory requirements and corporate policy or standards.

**COUNCIL MUST WALK THE WALK**

**CONCLUSION**

IT'S ALL ABOUT WORKING TOGETHER FOR A COMMON GOAL.

