



AD HOC TRANSPARENCY AND ACCOUNTABILITY
Tuesday, November 17, 2015

The Committee met at 5:37 pm in the EOC, Mel Lloyd Centre, Shelburne

Members Present: Councillor Ken McGhee
Councillor Paul Mills
Councillor Darren White
Warden Warren Maycock

Staff Present: Sonya Pritchard, Chief Administrative Officer
Pam Hillock, Clerk/Director of Corporate Services
Michelle Dunne, Deputy Clerk

Declarations of Pecuniary Interest by Members – None

POLICY REVIEW:

1. AD HOC COMMITTEE – TRANSPARENCY AND ACCOUNTABILITY –
November 17, 2015 – ITEM #1
Policies for Review

1-2-4 Resolutions from Other Municipalities (Revised Version)

1-2-5 Council Closed Session (Revised Version)

1-2-6 Council Code of Conduct (Revised Version)

The Committee recommended taking these policies to committee for approval as presented. It was recommended that a paragraph be added to the Code of Conduct regarding attendance at meetings.

1-2-7 Accountability and Transparency

The policy will be updated with the following Changes:

STATEMENT – update to be more reflective of the current environment.

Open Meetings – Need to be clarified that all meetings are open and that portions of meeting might be in closed.

Delete the following paragraph (Page 2): “That the entire list. Thus, for example, there is no specific authority to undertake strategic planning at a closed meeting. Only those aspects of a strategic planning

process that might fall within the closed meeting list can be dealt with at a properly called closed meeting. All other matters relating to the strategic plan must be deliberated by council or a committee at an open meeting. ”

Delete the reference to Amberley Gavel Ltd, as the appointed Investigator.

Practices in Place – updated to reflect the current processes

1-3-7 Council Conference Expenses

The policy will be updated with the following changes:

#4 should state alcohol is not an eligible expense

#6 should be changed to say that receipts will be submitted to the Clerk within 30 days.

Customer Service Policy

The policy will be updated with the following changes prior to implementation:

STATEMENT – needs to be reworded to be grammatically correct

Section 5- allow for up to 3 business days for a written acknowledgement.

Section 7 - add c) That there be review of this policy in conjunction with the review of other policies

2. AD HOC COMMITTEE – TRANSPARENCY AND ACCOUNTABILITY – November 17, 2015 – ITEM #2 Other Discussion

The Committee discussed the need to review the procurement policy and the Land Sale and Acquisition policy. The Clerk advised that she is going ask Senior Management to Review a number of policies and then present them at this committee.

Since this a committee consisting of Standing Committee Chairs, it was agreed that the recommendations for policy changes and the approval of the Customer Service Policy be presented to the General Government Services. The new Committee Chairs will then take the process over once they are elected.

3. ADJOURNMENT

The meeting adjourned at 6:37 p.m.

Next Meeting: To be determined

Respectfully submitted,

Ad Hoc Accountability & Transparency Committee