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City of Temiskaming Shores  
Request for Proposal  
CS-RFP-005-2025  
Integrity Commissioner Services

City of Temiskaming Shores  
P.O. Box 2050  
325 Farr Drive  
Haileybury, Ontario  
P0J 1K0

## 1. Objective

The City of Temiskaming Shores is seeking proposals from qualified individuals or firms to provide services as an Integrity Commissioner. The Successful Proponent will be responsible for administering the Code of Conduct, conducting investigations in an independent manner in accordance with the Municipal Act, 2001, the Council Code of Conduct Policy for both Council and Boards, and the Municipal Conflict of Interest Act.

The City is seeking a professional with a strong background in law, ethics, and/or public administration, who has demonstrated experience in similar roles. The ideal candidate will possess excellent analytical skills, a deep understanding of municipal governance, and a commitment to transparency and accountability.

The appointment will be based on a as required basis, for a two (2) year term, with potential for renewal upon completion of the initial contract.

## 2. Background

Located at the head of Lake Temiskaming, Temiskaming Shores is located in North-eastern Ontario, near the Quebec border. Temiskaming Shores has a population of approximately 9,630, according to the 2021 census. The City of Temiskaming Shores is governed by a seven-member Council comprised of 6 Councillors and 1 Mayor. The City also has various Committees of Council, with members appointed by Council.

Under Section 223.3(1) of the Municipal Act, 2001, S.O. 2001, municipalities are authorized to appoint an Integrity Commissioner who reports directly to Council and is responsible for performing their duties in an independent and impartial manner.

The City of Temiskaming Shores has adopted several key governance documents related to accountability and conduct, including:

- **Code of Conduct** (By-law No. 2014-026) – governs the conduct of Council and local board members (Appendix 01);
- **Procedural By-law** (By-law No. 2023-022) – outlines the rules of order and proceedings for Council, Committee and other advisory committee meetings (Appendix 02);
- **Accountability and Transparency Policy** (By-law No. 2008-077) – establishes the City's commitment to open and transparent governance (Appendix 03).

These documents form the framework within which the Integrity Commissioner will operate and may be subject to review and amendment over time.

As of the date of this RFP, there are no active investigations. A list of completed inquiries and related reports can be found on the [Integrity Commissioner page](#) of the City's website.

### 3. Definitions

**3.1 City:** means the Corporation of the City of Temiskaming Shores.

**3.2 Proponent(s)/ Bidder(s):** means all persons, partnerships or corporations who respond to the RFP and includes their heirs, successors and permitted assigns.

**3.3 Request for Proposal;** means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by the City, including any addenda or amendments made to it after initial issue.

**3.4 Successful Proponent/ Bidder:** means the Proponent/Bidder whose RFP submission is/are accepted to who has/have agreed to supply the services, as outlined herein.

### 4. Submission

Bids must be submitted electronically, using the Electronic Bid Submissions Portal on the City's website:

<https://www.temiskamingshores.ca/city-hall/public-tenders/>

Submissions must be in **pdf format** and can be no larger than 50 MB.

Subject Line: CS-RFP-005-2025 "Integrity Commissioner Services"

Addressed to: Logan Belanger, Clerk

Proponents will receive an automatic email response to indicate that the submission has been received, and to contact the Municipal Clerk for submission opening details. Contact the Clerk at 705-672-3363 ext. 4136 or at [clerk@temiskamingshores.ca](mailto:clerk@temiskamingshores.ca), should the Proponent not receive a confirmation email.

The City has no liability to the Proponent/ Bidder for any problems encountered, or failure of the Bidder to successfully submit a bid prior to the bid closing time and date. As such, allow sufficient time for a Bid Submission and attachment(s) (if applicable), to resolve any issues that may arise. Bidders are cautioned that the timing of their Bid Submission is based on when the Bid is **received** by the City.

The closing date for the submission of Proposals will be at **2:00 p.m. local time on Thursday, September 25, 2025.**

- Late Proposals will not be accepted;
- Proposals by fax will not be accepted;
- Proposals by mail will not be accepted;
- Partial Proposals are not accepted;
- Proposals emailed directly to City staff will not be accepted;
- The City reserves the right to accept or reject any or all Proposals;
- The lowest priced Proposal will not necessarily be accepted;

- The City reserves the right to request clarification or supplementary information concerning a Proposal from any Proponent;
- The City reserves the right to enter into negotiations with a Proponent and any changes to the Proposals that are acceptable to both parties will be binding;
- The City reserves the right to confirm with the Proponent, a third party or references (whether provided in the Proposals or not), confirmation of any information provided by the Proponent in their Proposal.
- The Proposal shall be valid for 45 days from submission date.

The Form of Proposal must be signed in the space provided on the form, with the signature of the Bidder or responsible official of the firm bidding. If a joint Bid is submitted, it must be signed and addressed on behalf of both of the Bidders. Any alterations or cross-outs must be initialed in ink by the Bidder. Failure to do so may result in the rejection of the Bidder's Proposal by the City.

Line items and prices must be clearly indicated. The Bid must not be restricted by a statement added to the Proposal form or by a covering letter, or by alterations to the Proposal form, as supplied by the City of Temiskaming Shores unless otherwise provided herein.

HST Tax will be applicable to the supply of labour and equipment.

The City will not be held responsible for Proponent or third-party costs, claims, direct or indirect damages caused by the City exercising its rights reserved in this Section or otherwise expressed or implied in this RFP.

## 5. Questions

Any questions with respect to the specifications are to be directed to:

**Logan Belanger**

Municipal Clerk

City of Temiskaming Shores

325 Farr Drive

Temiskaming Shores, ON P0J 1K0

Phone: (705) 672-3363 ext. 4136

Email: [lbелanger@temiskamingshores.ca](mailto:lbелanger@temiskamingshores.ca)

It will be the Proponent's responsibility to clarify any details in question not mentioned in this Proposal by **Wednesday, September 17, 2025, 4:30 p.m. local time.**

To ensure fairness to all Proponents, any and all questions that require clarification or that may materially alter this RFP document will be responded to and shared with other Proponents via an addendum, as described herein. Questions received after this date and time will not receive a response. Proponents are notified that any errors or omissions in the proposal may render the proposal invalid.

## 6. RFP Schedule

The RFP process will be governed according to the following schedule. Although every attempt will be made to meet all dates, the City reserves the right to modify any or all dates at its sole discretion:

Deadline for Submitting Questions:	September 17, 2025, 4:30 p.m. local time
Deadline for Responding to Questions:	September 18, 2025, 2:00 p.m. local time
RFP Submission Date:	September 25, 2025, 2:00 p.m. local time
Report to Council Recommending RFP Award:	October 7, 2025
Presentation of By-law to Council:	October 21, 2025

## 7. Project Authority

The Project Authority for issuance of the RFP is the Municipal Clerk for the City of Temiskaming Shores, reporting to the Chief Administrative Officer. The awarding of the contract will be subject to the approval of City Council.

## 8. Submission Requirements

Submissions shall include, but not limited to the following information:

### 8.1 Proponent Overview

- Legal name of the individual or firm, mailing address, and primary contact information (name, title, phone, email);
- A brief description of the Proponent's firm/practice, including years in operation, areas of specialization, and relevant services; and
- General experience providing Integrity Commissioner, or related municipal accountability services.

### 8.2 Key Personnel – Assigned Integrity Commissioner(s)

Proponents must clearly identify the individual(s) who would be assigned to provide Integrity Commissioner services, if successful. This section shall demonstrate that the proposed personnel have the qualifications, experience, and capacity to fulfill the responsibilities outlined in the Scope of Work.

#### a) Proposed Integrity Commissioner(s):

- Name and title;
- Role and responsibilities specific to this RFP;
- Summary of years of direct and relevant experience delivering Integrity Commissioner services to municipal Councils and local boards;

- A minimum of two (2) relevant examples of similar work completed within the last five (5) years, for municipalities of comparable size to the City. Examples should highlight:
  - Advisory services related to ethical conduct and conflict of interest,
  - Investigation and reporting on Code of Conduct complaints,
  - Delivery of education, outreach, and annual reporting.
- Experience with applying the Municipal Act, 2001, the Municipal Conflict of Interest Act, and other applicable legislation and frameworks related to municipal ethics and accountability.

#### **b) Required Supporting Documents**

- A current résumé for each named individual.

Note: Named Key Personnel must be available to deliver services as described. Substitution will not be permitted without prior written approval by the City.

### **8.3 References**

Provide **two (2)** professional references who can confirm the delivery and quality of similar services. These should relate to the examples provided in Sections 8.2.

For each reference, include:

- Municipality or organization name,
- Contact person (name, title, phone, email),
- Description of the services provided and the individual(s) involved.

### **8.4 Fees and Expenses**

The Integrity Commissioner shall be engaged at an hourly rate, when required. Include a detailed pricing schedule that outlines:

- Hourly rates for proposed personnel,
- Annual retainer fee (if applicable) and the services included,
- Any other proposed expenses (excluding HST and contingencies), such as travel.  
Note: electronic attendance will be accepted as an alternative to in person attendance.

All fees must be quoted in Canadian dollars and remain valid for the term of the contract.

### **8.5 Form of Proposal**

The Form of Proposal shall include:

- All pages of this Request for Proposal, without alteration;

- All addenda that have been issued; and
- All Proposal Requirements of this Request for Proposal.

Failure to complete and include information as required may result in a submission not being considered. Proponents shall address each and every required item as indicated above.

## **9. Scope of Work**

The City of Temiskaming Shores is seeking proposals for the services of an Integrity Commissioner, an independent and impartial position reporting directly to Council. The Integrity Commissioner's powers and duties are set out in the *Municipal Act, 2001*, as amended. The Successful Proponent will work on an as and when required basis; the City does not guarantee a specific quantity of work.

The Integrity Commissioner will perform the functions outlined in the *Municipal Act, 2001*, including but not limited to:

### **9.1 Advisory**

- Provide written and/or verbal advice to individual Members of Council and local boards upon request, regarding their obligations under the Code of Conduct and other applicable policies, procedures, and legislation (e.g., Municipal Conflict of Interest Act).
- Where appropriate, provide advice or general interpretation guidance to Council as a whole regarding ethical obligations and best practices in governance.

### **9.2 Compliance & Investigation**

- Receive and assess formal complaints from Members of Council or local boards, municipal administration, or the public regarding alleged contraventions of the Code of Conduct or related policies, including but not limited to:
  - Assessing complaints to determine validity;
  - Investigating valid complaints
- Conduct independent investigations, make determinations, and report findings and recommendations to Council, including but not limited to:
  - Determine whether a member of Council has violated a municipal protocol, by-law, or policy governing ethical behavior;
  - Recommend appropriate discipline as outlined in the Code of Conduct and Municipal Act;
  - Report the results of an investigation through Council; and
  - Upon completion of investigation, consider whether to apply to a judge for a determination as to whether a member contravened the Municipal Conflict of Interest Act.

### **9.3 Education & Reporting**

- Provide the Municipal Clerk or designate annual reports summarizing activities during the previous calendar year, including advice issued and inquiry outcomes.
- Upon request deliver education and outreach programs to Members of Council, local boards, and relevant municipal staff, regarding ethical standards and statutory obligations, emphasizing the importance of compliance with a Code of Conduct for public confidence in Municipal Government.

### **9.4 Expectations and Conditions**

- It is expected that the Integrity Commissioner does not have:
  - a criminal record,
  - any current financial interest in matters related to the City,
  - financial Interest in the business of the City, or any matter that may be the subject of an investigation or advisory opinion.
  - involvement in political campaigning, endorsements, or any other conflict of interest with respect to the City.
- All materials, reports, and presentations prepared in connection with this role will become the property of the City.
- Final reports and any publicly shared materials must be delivered in an accessible format in compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

## **10. Qualifications**

Proponents must demonstrate the following qualifications, competencies, and attributes necessary to effectively carry out the duties of the Integrity Commissioner:

- Extensive knowledge of relevant provincial statutes and regulations, particularly those applicable to Ontario municipalities, including but not limited to the Municipal Act, 2001 and the Municipal Conflict of Interest Act.
- Strong interpretive skills related to legislation, municipal by-laws, codes of conduct, and governance frameworks concerning accountability, transparency, and ethical behaviour.
- Proven experience in managing sensitive inquiries, conducting investigations, and providing sound, evidence-based recommendations.
- Proven impartiality and neutrality.
- Ability to provide services on a flexible/ as-needed basis, with a commitment to the timely delivery of assignments.
- Excellent communication skills, including the ability to clearly convey complex information, both orally and in writing, to Council, staff, and the public.



- Familiarity with investigative procedures and applicable legal principles.
- High ethical standards, sound judgment, and the ability to inspire confidence and maintain the trust of both Council and the public.
- Strong understanding of municipal government, its structure, functions, and the roles and responsibilities of elected officials and board members.
- Five or more years of experience in law, public administration, governance, or a quasi-judicial role, relevant to the mandate of the Integrity Commissioner.
- Ability to interpret and apply the provisions of various statutes, regulations, policies, and codes of conduct in a fair and balanced manner.

## 11. Appointment

The term of the appointment will be for a period of two (2) years from the date of the appointment by Municipal Council, with an option to renew for two (2) additional years at the City's sole discretion, upon mutual agreement between the parties.

## 12. Agreement

A written agreement, prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that City Council will enter into any Agreement.

## 13. Proposal Evaluation

Proposals will be evaluated on the basis of the information provided by the Proponent; additional clarification may be requested if necessary.

Representatives from the City will evaluate each of the Proposals received in accordance with the evaluation criteria as set out below. The City of Temiskaming Shores reserves the right in its evaluation of the proposal to consider all pertinent criteria whether or not such criteria are contained in the Request for Proposals. The City reserves the right to enter into further discussions in order to obtain information that will allow them to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the Municipalities respectively will be served.

The evaluation criteria will be as follows:

Category	Weight	Points	Maximum Total Points
<b>Proponent Overview</b> (As per the requirements of Section 8.1)	20	____/10	____ (200)
<b>Key Personnel – Assigned Integrity Commissioner</b> (As per the requirements of Section 8.2)	30	____/10	____ (300)
<b>References</b> (As per the requirements of section 8.3)	10	____/10	____ (100)

<p>Each proponent is requested to provide two (2) references from similar service contracts. Refer to Schedule 8.3.</p> <p>The reference review will be completed for the highest scoring proponent only. Should the highest scoring proponent receive one or more negative reference(s), the City, at its discretion, may remove the proponent and proceed to the next highest proponent.</p> <p>Each reference should include the following:</p> <ul style="list-style-type: none"> <li>• Municipality or organization name</li> <li>• Contact name and title</li> <li>• Phone number</li> <li>• Email address</li> <li>• Description of work provided</li> </ul>	Pass/Fail		Pass
<p><b>Fees and Expenses</b> (As per the requirements of section 8.4)</p> <p>Cost estimates are evaluated for completeness with the lowest scored 10 points, next 8 points, etc. If more than 5 proposals are received, then only the 5 lowest bids are to receive points, and the remaining higher bids will be given 0.25 points. Prices within a small differential will be scored as equal.</p>	40	____/10	____ (400)
<b>TOTAL</b>	100		1000

## 14. Amendments

The City at its discretion reserves the right to revise this RFP up to the final date for the deadline for receipt of proposals. The City will issue changes to the RFP Documents by addendum only. No other statement, whether oral or written, made by the City will amend the RFP Documents. The City will make every effort to issue all addenda no later than the seventh (7<sup>th</sup>) day prior to the closing date. If an addendum is issued within seven days of the closing date, the bid submission date will be moved accordingly.

The Proponent shall not rely on any information or instructions from the City or a City representative except the RFP Documents, and any addenda issued pursuant to this Section.

The Proponent is solely responsible to ensure that it has received all addenda issued by the City. The Proponent shall acknowledge receipt of all addenda on the Form of Proposal. Failure to complete the acknowledgement may result in rejection of the proposal.

The City makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that the addenda shall be posted on [www.temiskamingshores.ca](http://www.temiskamingshores.ca) and it is the sole responsibility of the proponent to check this web site for said addenda. The City reserves the right to withdraw or cancel this Request for Proposal without notice.

## **15. Proposal Withdrawal or Amendment**

Proponents may amend or withdraw their proposal, provided such withdrawal or amendment is received prior to the closing deadline. A Bidder who has already submitted a Proposal may submit a further Proposal at any time up to the official closing time; the last Proposal received shall supersede and invalidate all Proposals previously submitted by the Bidder for this RFP. A bid may be withdrawn at any time up to the official closing time by letter on original letterhead bearing the same signature as in the bid submission.

## **16. Right to Accept or Reject Submissions**

The City does not bind itself to accept any proposal and may proceed as it, in its sole discretion, determines, following receipt of the proposals. The City reserves the right to accept any proposal in whole or in part or to discuss with any respondent different or additional terms to those envisaged in this RFP or in such respondent's proposal.

The City reserves the right to:

1. accept or reject any or all of the proposals;
2. if only one proposal is received, elect to reject it;
3. reject as informal any proposal that is received late or is incomplete or otherwise fails to comply with the requirements of the RFP;
4. elect not to proceed with the projects as it so determines in its sole and absolute discretion; and/ or

to waive irregularities and formalities at its sole and absolute discretion.

## **17. Solicitation**

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the City with respect to the RFP, whether before or after submission of the proposal, the City shall be entitled to reject or not accept the RFP submission.

## **18. Subcontracting**

The Proponent acknowledges that in any potential agreement with the City, no subcontracting or assignment of rights and obligations of the Proponent will be permitted without the written consent of the City, which consent shall not be unreasonably withheld. At all times throughout the term of a potential agreement, including any renewals, the City shall communicate and respond directly with the Proponent.

A list of Sub-Contractors that the Contractor proposes to employ in completing the required work outlined in this Proposal shall be included in the documents submitted.

## **19. Independent Contractor Status of Proponent; Declaration of Conflicts**

The Proponent fully acknowledges that in providing a Proposal, it provides such as an independent contractor and for the sole purpose of potentially providing services and/or goods to the City.

Proponents should note that, where the provisions of the Province of Ontario's Occupational Health and Safety Act and Regulations apply to the services to be provided under an Agreement resulting from this RFP, all the responsibilities and obligations imposed upon the "Contractor" under this Act must be assumed by the proponent. All costs for services and/or materials required to fulfil these obligations shall be included in the Proposal price quoted. Should the Clients become aware of any violations of this Act and/or regulations, a notification will be made to the appropriate authorities. Where warranted, work could be suspended or terminated without cost to the Clients.

Neither the Proponent nor any of its personnel are engaged as an employee, servant or agent of the City. Any potential conflicts of interest in which a Proponent may have with the City or any employee of the City will be identified and described in detail in the proposal of each proponent (Conflict of Interest Declaration).

## **20. Workplace Safety and Insurance Act**

The Proponent is required to comply with all the regulations of the WSIB in while performing within the scope of this Proposal, and all persons employed on or in connection therewith, and shall furnish a Certificate of Clearance from the Board to the City, and maintain good standing with the W.S.I.B. throughout the Agreement period.

## **21. Insurance (from the successful Proponent only)**

The successful Proponent shall, at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain, maintain and provide evidence of until the termination of the Agreement or otherwise stated, the following:

### Commercial General Liability

The Integrity Commissioner shall maintain and pay for Comprehensive General Liability Insurance with coverage limits of no less than five million dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use.

The policy shall include City of Temiskaming Shores as an additional insured for all work performed by or on behalf of the Integrity Commissioner.

The Integrity Commissioner shall carry standard automobile and non-owned automobile liability insurance, providing protection against all liability arising out of the use of owned or leased vehicles, used by the Integrity Commissioner. The liability limits for owned and non-owned vehicles shall be a minimum of Two Million Dollars (\$2,000,000.00) per occurrence.

The Integrity Commissioner shall be entirely responsible for the cost of any deductible that is required in any insurance claim.

All insurance policies referenced in this Section shall be maintained in good standing throughout the duration of the appointment.

#### Professional Liability Insurance

Professional liability (errors and omissions) insurance coverage shall be obtained for a limit of not less than \$2,000,000. If such insurance is issued on a claim made basis, coverage shall contain a 24-month extended reporting period or be maintained for a period of two years subsequent to conclusion of services provided under this Agreement. The Policies shown above shall not be cancelled unless the Insurer notifies the City in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company, which are, in all respects, acceptable to the City.

## **22. AODA Compliance**

The Bidder shall comply with the provisions of the Accessibility for Ontarians with Disabilities Act, 2005, and the Regulations thereunder with regard to the provision of its goods or services contemplated herein to persons with disabilities. Without limitation, if applicable, pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarians with Disabilities Act, 2005, the Bidder shall ensure that all of its employees, agents, volunteers, or others for whom it is at law responsible, receive training about the provision of its goods and services to persons with disabilities. The Bidder acknowledges that pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the City of Temiskaming Shores must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

## **23. Freedom of Information**

Upon submission, all proposals become the property of the City and will not be returned to the proponents. Proponents must be aware that the City is a public body subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. The City may, at any time, make public the names and bid prices of all respondents. Proposals will be held in confidence by the City, subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

Any proprietary or confidential information contained in the proposal should be clearly identified.

## **24. Nature of Request for Proposal**

This RFP does not constitute an offer of any nature or kind whatsoever by the City to the Proponent.

## **25. Preparation of Proposals**

All costs and expenses incurred by the Proponent relating to its Proposal will be borne by the Proponent. The City is not liable to pay for such costs and expenses, or to reimburse or to compensate the Proponent in any manner whatsoever for such costs and expenses under any circumstances, including the rejection of any or all proposals or the cancellation of this RFP.

## **26. Finalizing Terms**

This RFP will not constitute a binding agreement, but will only form the basis for the finalization of the terms upon which the City and the Successful Proponent will enter into the contract documentation, and does not mean that the Successful Proponent's proposal is necessarily totally acceptable in the form submitted. After the selection of the Successful Proponent's proposal, the City has the right to negotiate with the Successful Proponent and, as part of that process, to negotiate changes, amendments or modifications to the Successful Proponent's proposal without offering the other proponents, the right to amend their proposals.

## **27. Commitment to Negotiate**

The Successful Proponent shall execute any documentation, drafted in accordance with the terms of the Successful Proponent's proposal and any subsequent negotiations, within thirty (30) days of the date of notification of the Successful Proponent's selection.

Proponents not initially selected as the Successful Proponent hereby commit themselves, subject to notification by the City to execute documentation as aforesaid up to sixty (60) days following the date of submission of their proposals.

## **28. Agreement**

A written agreement, prepared by the City shall be executed by the City and the Successful Proponent if the terms are mutually agreeable to all Parties. There is no guarantee that City Council will enter into any Agreement.

If required, the Successful Proponent shall comply with all provisions of the rules, regulations and orders of the Federal, Provincial and Municipal Government Agencies applicable to the work under this Agreement. It shall be the obligation of the contractor to keep him or herself informed of these Government Regulations.

## **29. Performance**

Any undue delays in the execution of the work and/or costs incurred by the City due to inefficiencies in performance on behalf of the Successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the City, will be assessed to the Successful Proponent.

## **30. Conflict Resolution**

This Agreement is based upon mutual obligation of good faith and fair dealing between the parties in its performance and enforcement. Accordingly, both parties, with a commitment to honesty and integrity, agree to the following:

- 1) That each will function within the laws and statutes that apply to its duties and responsibilities; that each will assist in the other's performance; that each will avoid hindering the other's performance; that each will work diligently to fulfil its obligations; and that each will cooperate in the common endeavour of the contract;

- 2) Both parties to this Agreement shall attempt to resolve all claims, disputes and other matters in question arising out of or relating to this Agreement or breach thereof first through negotiations between the Successful Proponent's representative and the City or representative by means of discussions built around mutual understanding and respect;
- 3) Failing resolution by negotiations, all claims, disputes and other matters in question shall attempt to be resolved through mediation, under the guidance of a qualified mediator;
- 4) Failing resolution by mediation, all claims, disputes and other matters in question shall be referred to arbitration;
- 5) No person shall be appointed to act as mediator or arbitrator who is in any way interested, financially or otherwise, in the conduct of the work on the Project or in the business or other affairs of either the City or the Successful Proponent;
- 6) The award of the arbitrator shall be final and binding upon the parties;
- 7) The provisions of the Arbitration Act, 1991 S.O. 1991, Chapter 17 shall apply.

### **31. Cancellation**

Nothing herein shall be construed as giving the Proponent the right to carry out the terms and requirements of the tasks contemplated under this RFP or the Agreement beyond the time when such services become unsatisfactory to the City. In the event that the Proponent shall be discharged before all the services contemplated hereunder have been completed, or the services are for any reason terminated, stopped or discontinued because of the inability of the Proponent to serve under this Agreement, the Proponent shall be paid only goods and/or services which shall have been satisfactorily completed at the time of termination.

Should the City or the Successful Proponent wish to terminate the Agreement, he/she shall provide written notice of the termination not less than 90 days from the date of termination. Failure to maintain the required documentation during the term of the Agreement may result in suspension of the work activities and/or cancellation of the contract.

### **32. Indemnification**

The Successful Proponent shall indemnify and hold harmless the City, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Successful Proponent, or its officers, directors, employees, sub-contractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the City are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Successful Proponent.



### **33. Unenforceable Provisions**

Should any provision of this document be deemed unenforceable by a court of law, all other provisions shall remain in effect.

### **34. Force Majeure**

It is understood and agreed that the Successful Proponent shall not be held liable for any losses resulting if the fulfillment of the terms of the Agreement shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other cause not within the control of the Successful Proponent and which by the exercise of reasonable diligence, the Successful Proponent is unable to prevent. Should the performance of any contract be delayed or prevented herein set forth, the Successful Proponent agrees to give immediate written notice and explanation of the cause and probable duration of any such delay and to provide written notice as to when Contract obligations resume. In any case, such delay shall not exceed the length of time of the interruption/disruption.

### **35. Errors & Omissions**

It is understood, acknowledged and agreed that while this Proposal includes specific requirements and specifications, and while the City has used considerable efforts to ensure an accurate representation of information in this proposal, the information is not guaranteed by the City to be comprehensive or exhaustive. Nothing in the proposal is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the matters addressed in the proposal. There will be no consideration of any claim, after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by the Proposal and/or Agreement.



**City of Temiskaming Shores**  
**CS-RFP-005-2025 Integrity Commissioner Services**  
**Form of Proposal**

Proponent's submission of bid to:

The Corporation of the City of Temiskaming Shores

Stipulated Bid Price

We/I,

\_\_\_\_\_  
(Registered Company Name/Individuals Name)

Of,

\_\_\_\_\_  
(Registered Address and Postal Code)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

We/I hereby offer to enter into an agreement for the supply of services, as required in accordance to the Proposal for a price of (must be CDN funds and without HST):

1. Annual Retainer:     \$ \_\_\_\_\_  
2. Hourly Rate:         \$ \_\_\_\_\_

List of Estimated Expenses and Associated Costs: (include list of expenses and associated costs, including description and unit of measure, and/or per unit cost, e.g., mileage, meals, printing, equipment rental, associated office disbursements and any other activity relating to the completion of the assignment)	
--	--

	\$
	\$
	\$
	\$

Proposals shall specify the basis of the fee that represents an all-inclusive cost to the City. Your proposal must clearly state which services are not included in your financial proposal.

Provide the description of services covered under the retainer:

**Acknowledgement of Addenda**

I/We have received and allowed for ADDENDA NUMBER \_\_\_\_\_ in preparing my/our proposal.

Bidder's Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Form 1 to be submitted.**

**City of Temiskaming Shores**  
**CS-RFP-005-2025**  
Integrity Commissioner Services

**Non-Collusion Affidavit**

I/ We \_\_\_\_\_ the undersigned am fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such bid.

Such bid is genuine and is not a collusive or sham bid.

Neither the bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collective or sham bid in connection with the work for which the attached bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the price of any bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Temiskaming Shores or any person interested in the proposed bid.

The price or prices proposed in the attached bid are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

The bid, quotation or proposal of any person, company, corporation or organization that does attempt to influence the outcome of any City purchasing or disposal process will be disqualified, and the person, company, corporation or organization may be subject to exclusion or suspension.

Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Form 2 to be submitted.**

**City of Temiskaming Shores**  
**CS-RFP-005-2025**  
Integrity Commissioner Services

**Conflict of Interest Declaration**

Please check appropriate response:

☐ I/We hereby confirm that there is not nor was there any actual perceived conflict of interest in our Proposal submission or performing/providing the Goods/Services required by the Agreement.

☐ The following is a list of situations, each of which may be a conflict of interest, or appears as potentially a conflict of interest in our Company's Proposal submission or the contractual obligations under the Agreement.

List Situations:


In making this Proposal submission, our Company has / has no (*strike out inapplicable portion*) knowledge of or the ability to avail ourselves of confidential information of the City (other than confidential information which may have been disclosed by the City in the normal course of the RFP process) and the confidential information was relevant to the Work/Services, their pricing or quotation evaluation process.

Dated at: \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Signature: \_\_\_\_\_

Bidder's Authorized Official: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

**Form 3 to be submitted.**

**City of Temiskaming Shores**  
**CS-RFP-005-2025**  
Integrity Commissioner Services

**Accessibility for Ontarians with Disabilities Act, 2005 Compliance Agreement**

I/We, by our signature below, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service made under the *Accessibility for Ontarians with Disabilities Act, 2005*. If requested, we are able to provide written proof that all employees have been trained as required under the act.

This regulation establishes accessibility standards for customer service as it applies to every designated public sector organization and to every person or organization that provides goods or services to members of the public or other third parties and that have at least one employee in Ontario.

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I, \_\_\_\_\_, declare that I, or my company, are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*.

I, \_\_\_\_\_, declare that I, or my company, are not in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service under the *Accessibility for Ontarians with Disabilities Act, 2005*, yet fully agree to meet the required compliance training standards on or before the delivery of the required goods and/or services. In an effort to assist non-compliant vendors, a link to a free e-learning course module called Serve-Ability, Transforming Ontario's Customer Service is available at [www.gov.on.ca/mcss/serve-ability/splash.html](http://www.gov.on.ca/mcss/serve-ability/splash.html).

Date: \_\_\_\_\_

**Form 4 to be submitted.**

## **Appendix 01 to CS-RFP-005-2025**

The City of Temiskaming Shores  
Code of Conduct By-law No. 2014-026

## **The Corporation of the City of Temiskaming Shores**

### **By-law No. 2014-026**

#### **Being a by-law to authorize the adoption of a Council Code of Conduct**

**Whereas** Section 8 of the *Municipal Act*, S.O. 2001, states that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act* or any other Act;

**And whereas** Section 9 of the *Municipal Act*, 2001, states that Section 8 shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

**And whereas** Section 10 (1) of the *Municipal Act*, 2001 states that a single-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public;

**And Whereas** Section 10 (2) (2) of the *Municipal Act*, 2001 states that a municipality may pass by-laws, respecting accountability and transparency of the municipality and its operations and of its local boards and their operations;

**And whereas** Section 223.2 (1) of the *Municipal Act*, 2001, authorizes the municipality to establish codes of conduct for Members of the Council of the municipality and of local boards of the municipality;

**And whereas** the Council of the City of Temiskaming Shores acknowledged receipt of Administrative Report CS-005-2014 at the January 21, 2014 Regular Council meeting directing staff to prepare the necessary by-law to adopt a Council Code of Conduct;

**And whereas** Council has determined that the establishment of a Council Code of Conduct will enhance the Municipality's ability to govern the affairs and practices of the City of Temiskaming Shores;

**Now therefore** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That Council adopts a "Council Code of Conduct Policy", for the City of Temiskaming Shores identified as Schedule "A" attached hereto and forming part of this by-law.
2. That this by-law may be referred to as the "Council Code of Conduct".
3. That the Council Code of Conduct shall apply to the Mayor, all Members of Council, and shall apply equally to all Committee Members, and all Board Members of The Corporation of the City of Temiskaming Shores.
4. That the Mayor, Members of Council, Committee Members, and Board Members of the City of Temiskaming Shores shall acknowledge their receipt and

understanding of the Council Code of Conduct and all its contents, by signing and dating the Acknowledgement of Understanding and Compliance form.

5. That any amendments to the Council Code of Conduct shall be authorized by by-law and be acknowledged by Members of Council, Committee and Board Members of the City of Temiskaming Shores, by re-signing and dating the Acknowledgement of Understanding and Compliance Form.
6. That this Council Code of Conduct shall apply to all future Mayors, Members of Council, Members of Committees, and Board Members of the City of Temiskaming Shores.
7. That a vote of two-thirds of all Council Members be required to amend or repeal this by-law.
8. That this by-law shall come into full force and effect upon its passing.

**Read a first, second and third time and finally passed** this 4<sup>th</sup> day of February, 2014.

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Mayor

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Clerk





Schedule A to

**By-law 2014-026**

**Council Code of Conduct**

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**Acknowledgement of Understanding and Compliance**

**Appendix 01 – Formal Complaint Affidavit**

## **Section 1 – Definitions**

- 1.1 Ad Hoc Committee** – means a special purpose committee of limited duration and scope, created by Council to inquire and report on a particular matter or concern, and which dissolves automatically upon submitting its final report unless otherwise directed by Council;
- 1.2 Advisory Committee** – means a Committee of Council comprised of one or more Members of Council and/or members of the public appointed by Council for a specific purpose or mandate;
- 1.3 Board** - means a local board as defined in the *Municipal Affairs Act, R.S.O. 1990*, Chap. 46, as amended. For the City of Temiskaming Shores this may include but is not limited to the Police Services Board and the Library Board;
- 1.4 Chair** - the Member responsible for presiding at the meeting, and may also be referred to as the Presiding Officer;
- 1.5 City Manager** - means the individual appointed as City Manager of the City of Temiskaming Shores pursuant to Section 229 of the *Municipal Act*;
- 1.6 Clerk** - means the individual appointed as the Clerk pursuant to Section 228 of the *Municipal Act*; or in the absence of the Clerk, the Deputy Clerk, of the City of Temiskaming Shores pursuant to Section 228(2) of the *Municipal Act*;
- 1.7 Closed Session Meeting** – means that part of a meeting that is closed to the public in accordance with Section 239 of the *Municipal Act*, other than those persons specifically invited to remain, and may also be referred to as “In Camera”;
- 1.8 Committee** - means an Advisory Committee or any other Committee of the City of Temiskaming Shores;
- 1.9 Complaint** - means a purported contravention of the City of Temiskaming Shores Council Code of Conduct and/or Policy;
- 1.10 Conflict of Interest** – means a conflict of interest of a Member as set out in the *Municipal Conflict of Interest Act, R.S.O., c. M.50* and any other Applicable Law;
- 1.11 Council** - means the Council of The Corporation of the City of Temiskaming Shores comprised of duly elected officials;
- 1.12 Council Code of Conduct** – means the City of Temiskaming Shores Council Code of Conduct, which operates alongside other statutes governing the conduct of Members of Council, Boards and Committees of the City of Temiskaming Shores; may also be referred to as “Code of Conduct”;

- 1.13 Frivolous** - means of little or no weight, worth or importance; not worthy of serious notice;
- 1.14 Good Faith** - means in accordance with standards of honesty, trust, sincerity;
- 1.15 Harassment** - as defined in the City of Temiskaming Shores' Workplace Harassment Policy and Program as well as in the *Ontario Human Rights Code*;
- 1.16 Mayor** - means the head of Council as set out in the *Municipal Act, S.O. 2001*;
- 1.17 Meeting** - means a regular, special, or other meeting convened of Council or Committee as permitted under this by-law;
- 1.18 Member** - means a Member of Council; elected by general vote, in accordance with the *Municipal Act, 2001*, c. 25, as amended. In this by-law "Member" shall also mean a Member of a Board or Committee;
- 1.19 Municipal Act** - means the Ontario Municipal Act, S.O. 2001, c. 25, as amended;
- 1.20 Pecuniary Interest** - means relating to or connected with money, pursuant to the relevant Conflict of Interest Legislation;
- 1.21 Policy** - means any policy or by-law passed by the City of Temiskaming Shores Council;
- 1.22 Presiding Officer** - means the Mayor, or in the absence of the Mayor, the Deputy Mayor, at a regular or special meeting of Council, or the Member of Council appointed as the Chair of a Committee or Board, or in the absence of either, another Member of Council appointed in accordance with the Procedure By-law No. 2008-160, as amended. The Presiding officer may also be referred to as the Chair;
- 1.23 Rules of Order** - means the rules to regulate debate and the conduct of Members of Council, Committee, staff and public during an actual meeting of the Council or Committee;
- 1.24 Sexual Harassment** - as defined in the City of Temiskaming Shores' Workplace Harassment Prevention Policy;
- 1.25 City** - means The Corporation of the City of Temiskaming Shores, which may also be referred to as municipality or the City of Temiskaming Shores;
- 1.26 Vexatious** - means instituted without sufficient grounds and serving only to cause annoyance to the defendant;
- 1.27 Violence** - as defined in the City of Temiskaming Shores' Workplace Violence Prevention Policy.

## **Section 2 – Policy Statement**

This Code of Conduct is a public declaration of the principles of good conduct and ethics that members of the Council of the City of Temiskaming Shores have decided its stakeholders could reasonably expect from the Members of Council to demonstrate in the performance and responsibilities as elected representatives.

Attaining an elected position within the community is a privilege which carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations.

## **Section 3 - Purpose**

This Council Code of Conduct sets standards for the behaviour of Council Members, as well as other Members of the municipality, in carrying out their functions. It has been developed to assist Council and Members to:

- a) Understand the standards of conduct that are expected of them and the law that applies in relation to these standards;
- b) Fulfill their duty to act honestly and exercise reasonable care and diligence;
- c) Act in a way that enhances public confidence in local government; and
- d) Identify and resolve situations which might involve a conflict of interest or a potential misuse of position and authority.

The Council Code of Conduct also establishes guidelines for appropriate conduct to ensure that:

- 1) The decision making process of the City of Temiskaming Shores is transparent, accessible and equitable.
- 2) Decisions are made through appropriate channels of government structure.
- 3) Public office is not to be used for personal gain.
- 4) The conduct of Members of Council is of the highest standard.
- 5) There is fairness and respect for the differences and a duty to work together for goodwill and common good.

This Code of Conduct outlines each individual's responsibility, as a Member of the municipality, to uphold these principles and values, and act in the public interest.

## **Section 4 – Roles & Responsibilities**

The role of Council and Staff is traditionally one of the first items to be clarified for a Council, in that Staff shall take direction from the City Manager. The City Manager shall take direction from and be responsible to Council, but shall not be instructed or directed by or be responsible to any individual member of the Council. The City Manager shall consult with Council with respect to any matter of concern to the municipality or to any of its local boards or committees. Clearly defined roles, distinguishing between the concepts of “governance” and “management”, are critical to the success of a municipality. It will be reinforced at the outset that Council sets the policy for the community; it does not engage or participate in the daily operations of the municipality.

Council’s mandate is to:

- Fairly represent the diversity of community views in developing an overall strategy for the future of the City.
- Set objectives and determine strategies to achieve the goals of the City.
- Achieve sound financial management, planning and accountability.
- Be aware of and understand statutory obligations imposed on Council as a whole, as well as each individual Member of Council.

### **4.1 Legislated Responsibilities & Compliance**

The legislated responsibilities, outlined in the Municipal Act, 2001, the laws of Canada and the Province of Ontario, the City’s Procedure By-law and all policies and by-laws of the City of Temiskaming Shores are to be adhered to and carried out by all Members. Failure to do so constitutes an offence under this policy.

### **4.2 Legislations**

This Council Code of Conduct operates along with and as a supplement to the existing statutes governing the conduct of members. The following provincial legislation governs the conduct of members of Council:

- The Municipal Act
- The Municipal Conflict of Interest Act (MCIA)
- The Municipal Elections Act (MEA)
- The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- The Ontario Human Rights Code (OHRC)
- The Criminal Code of Canada (CCC)
- The Occupational Health and Safety Act (OHSA) – including Bill 168
- The Accessibility for Ontarians with Disabilities Act (AODA)

### **4.3 Relations with Staff**

Members of Council shall acknowledge and respect the fact that staff work for the City as a corporate body and are responsible for making recommendations that reflect their professional expertise and corporate objectives, without due influence from any individual members.

In addition, Members of Council shall acknowledge and respect the fact that staff carry out directions of Council as a whole and administer the policies of the City. A Member of Council shall refrain from using their position to improperly influence members of staff in their duties or functions or to gain an advantage for themselves or others.

Members of Council shall refrain from publicly criticizing individual members of staff in a way that casts aspersions on their professional competence and credibility.

### **4.4 Interaction with Staff**

The City has worked diligently at creating a positive working relationship between Council and Staff. This has been successful, largely due to a mutual respect for each other's roles and responsibilities.

- a. Only Council acting as a body, can dictate that staff perform such duties as are necessary to the efficient management of the affairs of the community as the Council deems necessary. Individual Council Members do not have authority to direct the City Manager, Directors, or staff.
- b. The Role of the City Manager and the Directors is to direct the day to day management of the municipality, and assign duties to the staff placed under their supervision. To encourage the efficient management of the community, individual Council Members are requested to be mindful of that fact and are advised of the following:
  - i. Council will respect and adhere to the Policies set by Council, and will under no circumstance take it upon themselves to circumvent or ask staff to circumvent established Policies. Only Council as a body, at a formal meeting, has the authority to amend policies.
  - ii. Council as a body, and as individuals, will liaise primarily with the City Manager or Directors in the absence of the City Manager. This requirement is not designed to interfere with the normal flow of information with those staff members who have been assigned the responsibility of providing information to Council by the Directors or City Manager.
  - iii. Questions or issues surrounding operational concerns or complaints, excluding the basic issues covered above, should be directed primarily to the City Manager or in the absence of the City Manager, to the Directors.



- iv. The municipality does not provide secretarial and/or research services for individual Councillors. Should information be required by individual Council members, a request should be made to the Clerk or City Manager who will then determine which staff member is best suited to obtain the data.

#### **4.5 Media Communications**

It is understood that the Mayor as Head of Council, as per section 226(1)(c) of the Municipal Act, is the primary spokesperson, which does not prohibit other Members of Council, therefore the following shall apply:

- a. Members of Council will accurately communicate the decisions of the City of Temiskaming Shores Council, even if they disagree with the majority decision of Council, and by doing so affirm the respect for and integrity in the decision-making process of Council. A Member may state that he/she did not support the decision, or voted against the decision.
- b. Members shall refrain from making judgemental or critical comments about other Members of Council or staff, or about the City Council's processes and decisions.
- c. Members at all times shall refrain from speculating or reflecting upon the motives of other Members of Council or staff, when communicating with the media.
- d. Members of Council will keep all confidential information confidential, until such a time arises that the matter can properly be made public. A breach of confidentiality by Members diminishes public confidence.

### **Section 5 – Rule of Etiquette**

#### **5.1 Conduct at Meetings & Quorum**

- 5.1.1** During Council, Committee or any other advisory committee meetings, or working group meetings, Members shall conduct themselves with decorum and in accordance with the City's Procedure By-Law. Respect for delegations and for fellow Council Members and staff requires that all Members show courtesy and not distract from the business of Council during presentations and when other members have the floor. The Presiding Officer should never allow Members or delegations at a Council, Committee, or Board meeting to publicly criticize identifiable employees or other individuals. It is the responsibility of the Presiding Officer to ensure that both parliamentary procedure and rules of etiquette are observed by those in attendance at all times.
- 5.1.2** Council will endeavour to conduct and convey Council's business in an open and public manner, so that stakeholders can understand the process, logic and rationale which was used to reach conclusions or decisions, other

than for those matters that may be discussed in Closed Session in accordance to Section 239 of the Municipal Act.

- 5.1.3** Quorum is defined as the majority of the total number of the Voting Members of the Council or Committee, or as may be specifically set out in Council approved Terms of Reference for a Committee. Therefore, Council shall only conduct its business in a duly constituted meeting of Council. There shall be no “Off the Record” or Secret Meetings of Council.

## **5.2 Operational Inquiries/ Complaints**

Members of Council and/or other Members who are approached by the public with inquiries/ complaints regarding operational matters should direct these to the City Manager or Municipal Clerk.

## **Section 6 – Behaviour of Members**

### **6.1 Interpersonal Behaviour**

#### **6.1.1 Treat Every Person with Dignity, Understanding and Respect:**

Members shall refrain from abusive conduct, personal charges, verbal attacks, discrimination or gossip upon the character or motives of municipal employees, Councillors, Committee Members, Volunteers, or the public. Members shall abide by the City of Temiskaming Shores’ Workplace Violence Prevention and Workplace Harassment Prevention Policies, as well as the Ontario Human Rights Code, and shall take these policies and legislation and their contents into account at all times when considering etiquette. All dealings with any person are to exhibit a high degree of professionalism and are to be based on honesty, dignity, understanding, respect, impartiality and fairness.

#### **6.1.2 Do not Discriminate:**

In accordance with the Ontario Human Rights Code, Members shall not discriminate against anyone on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, religious affiliation or faith, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. These forms of discrimination listed, shall be as defined in the Ontario Human Rights Code.

#### **6.1.3 Do not Engage in Violence or Harassment of any kind:**

No Member shall engage in any form of Violence or Harassment as per the City of Temiskaming Shores’ Workplace Violence Prevention and Workplace Harassment Prevention Policies and the Ontario Human Rights Code, as amended.

## **Section 7 – Use of Municipal Property and Resources**

Members may only use City property or services for activities connected or associated with community activities having the sanction of Council or permitted by City policies. Council, Committees, Boards, and Commissions must not use the municipality's property, equipment, supplies or services, which are not available to the general public, for purposes other than those which are necessary for the discharge of their official duties.

## **Section 8 – Municipal Elections**

- 8.1** During a Municipal election, Members of Council must conduct themselves in accordance with the provisions of the *Municipal Elections Act*, in addition to legislation and policies in place during their term of office. Members are accountable under the provisions of these statutes.
- 8.2** Members of Council will expect the Municipal Clerk to manage the Municipal Election process and meet all statutory requirements in accordance with the *Municipal Elections Act*. Members of Council shall respect the role of the Municipal Clerk and municipal staff in the election process, shall not interfere with the Municipal Clerk or municipal staff's discharge of their duties during the election process, and understand that their role is to ensure that all candidates are treated equally.
- 8.3** No Member shall use the facilities, equipment, supplies, services, or other resources of the City for any election campaign-related activities.
- 8.4** In a municipal election year, commencing on Nomination Day until the date of the election, no Member or other candidate for elected office, may book directly or indirectly, any facility for any purpose that might be perceived as an election campaign purpose if that facility is being used as a voting location.
- 8.5** No Members shall use the services of persons for campaign related activities during hours in which those persons receive any compensation from the City.

## **Section 9 – Confidentiality**

- 9.1** Members shall keep confidential any information:
- 9.1.1** Disclosed or discussed at a meeting or part of a meeting of Council, Committee, or Board, that was closed to the public.
  - 9.1.2** That is circulated to members of Council, or other Members, that is marked confidential.
  - 9.1.3** Return any documentation marked confidential to the Municipal Clerk's office for destruction.
  - 9.1.4** That is received in confidence verbally.

**9.2** The obligation to keep information confidential applies even if the Member ceases to be a Council, Committee, or Board Member.

**9.3** Protection of Privacy:

**9.3.1** Confidential information includes information in the possession of, or received in confidence by the City that the Municipality is either prohibited from disclosing, or is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) or other legislation.

**9.3.2** No Member shall disclose or release by any means to anyone, any confidential information acquired by virtue of their office, in either oral or written form, except when required by law or authorized by Council to do so.

**9.3.3** No Member shall use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

**9.3.4** A matter that has been discussed at an in-camera (closed) meeting remains confidential. No Member shall disclose the content of any such matter, or the substance of deliberations, of the in-camera meeting unless the Council, Committee, or Board discusses the information at a meeting that is open to the public or releases the information to the public in accordance with applicable law.

## **Section 10 – Gifts, Hospitality & Other Benefits**

The objective of the contents presented in this section of the Council Code of Conduct is to ensure that Councillors make Council decisions based on impartial and objective assessment of each situation, free from influence of gifts, favours, hospitality or entertainment.

In this policy, gifts, commission, hospitality, reward, advantage or benefit of any kind, may be interchanged and shall be deemed to include all of the aforementioned:

**10.1** The stipend paid to each Member of Council is intended to fully remunerate them for service to The Corporation of the City of Temiskaming Shores.

**10.2** Members of Council are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business connection, that is connected directly or indirectly with the performance of duties of office or could reasonably be construed as being given in anticipation of future, or recognition of past, special consideration.

**10.3** The above statements do not preclude Members of Council from accepting:

- 10.3.1** Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a Committee, for speaking at an event or for representing The Corporation of the City of Temiskaming Shores at an event.
- 10.3.2** Political contributions that are otherwise offered, accepted, and reported in accordance with applicable law.
- 10.3.3** Food and beverages at meetings, banquets, receptions, ceremonies, or similar events.
- 10.3.4** Food, lodging, transportation, entertainment provided by other levels of governments, by other local governments or be local government boards or commissions.
- 10.3.5** A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council.
- 10.3.6** Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations.
- 10.3.7** Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office.
- 10.3.8** Services provided without compensation by persons volunteering their time for election campaign.

## **Section 11 – Conflict of Interest – Pecuniary Interest**

Members of Council will recognize their obligations to follow and respect the provisions of the *Municipal Conflict of Interest Act*.

## **Section 12 - Compliance with the Code of Conduct**

The *Public Service of Ontario Act, 2006 (PSOA)* provides for the Conflict of Interest Commissioner to have a leadership role in contributing to public servants' understanding of the rules and how to apply them.

The commissioner also has certain responsibilities under the PSOA related to employees of ministries and employees and appointees of agencies, boards, and commissions that are defined as "public bodies" in the PSOA.

The commissioner's role encompasses three broad areas:

Offer advice and make determinations on specific matters involving Ontario public servants.

Provide advice and direction to public bodies.

Serve as a resource for developing and sharing information about dealing with conflict of interest and political activity matters.

The Office of the Integrity Commissioner is impartial, believing that good leadership fosters an ethical culture. It works to reconcile private interests and public duties, promoting confidence and respect for Ontario's Legislative Assembly and the Ontario Public Service.

## **Section 13 – Breach of Policy / Code of Conduct**

### **13.1 Integrity Commissioner**

In the event that a formal complaint is received in the form attached hereto as Appendix 1, and that there is reasonable grounds to believe that there has been a contravention to the Code of Conduct, an Integrity Commissioner will be appointed by Council or the City will engage the services of an Integrity Commissioner from another local municipality.

The Municipal Act authorizes the municipality to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to, the application of:

1. the Code of Conduct for Members of Council and Members of Local Boards and Committees; and
2. any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of Members
3. Notwithstanding the foregoing, with respect to Ad-hoc, Advisory, and/or any other volunteer Committees, the Integrity Commissioner will have no jurisdiction over complaints concerning these volunteer Members. Investigations will be completed by the Clerk's office, and decided on by Council.

The Municipal Act also outlines that the Integrity Commissioner may also exercise such powers and shall perform such duties as may be assigned to him or her by the municipality.

The Integrity Commissioner serves the public interest and is granted authority under the Municipal Act to educate, advise, and investigate the conduct of Members of the municipality.

All complaints on breach of conduct, by Members of the City of Temiskaming Shores will be reported to the Municipal Clerk and then, if necessary, to the Integrity Commissioner.

The Integrity Commissioner shall be independent from both Council and staff.

The Integrity Commissioner has the power to conduct an inquiry if requested by Council, any other Member, or a member of the public, about whether there has been a contravention of this Code of Conduct or any other City policy.

The Integrity Commissioner is entitled to free access to all books, accounts, records, property, or any other necessary thing belonging to the municipality, as well as access to the personnel or to the Members which he/she feels is necessary to the investigation process.

The Integrity Commissioner will be reimbursed for reasonable expenses incurred in the performance of their investigation / duties.

Records of the Integrity Commissioner must be retained permanently.

### **13.2 Duty to Report Violation**

**13.2.1** No Member may directly or indirectly, induce, encourage, or aid a Member to violate any provision of this Code of Conduct.

**13.2.2** All Members have the duty to report a violation of this Council Code of Conduct.

**13.2.3** Neither the City nor any other Member shall take or threaten to take, discharge, discipline, personally attack, harass, intimidate, etc. a person who has reported a violation of this Council Code of Conduct.

### **13.3 Breach of Policy / Code of Conduct**

**13.3.1** Should the Integrity Commissioner determine that a member has breached the Council Code of Conduct after completing a proper investigation; the Integrity Commissioner shall report that such a determination has been made at an open regular Council meeting. Council shall then determine an appropriate sanction which shall be delivered by way of a resolution in open Council.

**13.3.2** Although the Integrity Commissioner's report must be made public, pursuant to the Municipal Act, some parts of the investigations may be confidential, and thus confidential information will not be made public.

**13.3.3** Council may impose either of the following penalties on a Member if the Integrity Commissioner reports to the municipality that, in his or her opinion, the Member has contravened this Council Code of Conduct and/or a City policy:

- i. A reprimand
- ii. Suspension of the remuneration paid to the Member in respect of his or her services as a Member of Council or local board, as the case may be for a period of up to 90 days.

**13.3.4** Council may also take the following additional actions:

- i. Remove the Member from an Advisory Committee or Board.
- ii. Remove a Chair of a Committee or Board.
- iii. Ask the Member to repay or reimburse the compensation received.
- iv. Ask the Member to return property or reimburse for the value of it.
- v. Request the Member for a public apology to Council, the complainant, or both.
- vi. Any other fair and reasonable sanction given the circumstances.

**13.3.5** All sanctions under this by-law will be fair and in keeping with the severity of the infraction, giving due regard to the Member's previous conduct.

#### **13.4 Investigation / Complaint Procedure**

**13.4.1** A request for an investigation of a complaint that a member has contravened this Code of Conduct or policy shall be in writing.

**13.4.2** All complaints must be signed by an identifiable individual.

**13.4.3** A complaint shall set out reasonable and probable grounds for the allegation that the member has contravened this Code of Conduct and include a supporting affidavit that sets out the evidence in support of the complaint.

**13.4.4** The request shall be filed with the Municipal Clerk who shall forward the matter to the Integrity Commissioner for initial classification. The Integrity Commissioner shall determine if the matter is, on its face, a complaint with respect to non-compliance with this Code of Conduct and/or not covered by other legislation or policy.

**13.4.5** If the complaint is determined not to be a complaint with respect to non-compliance with this Code of Conduct or other policies, the complainant shall be advised that the matter is not within the jurisdiction of the Integrity Commissioner to process with any additional reasons and referrals as the Integrity Commissioner considers appropriate.

**13.4.6** If the Integrity Commissioner is of the opinion that the referral of a matter to him or her is frivolous, vexatious, or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or where that becomes apparent in the course of an investigation, terminate the investigation.

**13.4.7** The Integrity Commissioner shall not issue a report finding a violation of this Code of Conduct on the part of any Member unless the Member has had reasonable notice of the basis for the proposed finding and any



recommended sanction and an opportunity either in person or in writing to comment on the proposed finding and any recommended sanction, provided that the comment period after having been notified does not exceed 30 calendar days.

**13.4.8** The Integrity Commissioner shall report to the complainant and the Member generally no later than 90 days after the making of the complaint.

**13.4.9** Where the complaint is sustained in whole or in part, the Integrity Commissioner shall also report to Council outlining the findings, or recommended corrective action in open Council.

**13.4.10** Where the complaint is dismissed, the Integrity Commissioner shall not report to Council, except as part of an annual or other periodic report.

**13.4.11** A complaint will be processed in compliance with the confidentiality requirements of Section 223.5(1) of the *Municipal Act, 2001*, as amended.

**13.4.12** If the Integrity Commissioner reports to Council his or her opinion about whether a Member has contravened this Code of Conduct, the Integrity Commissioner may disclose in the report such matters as, in the Integrity Commissioner's opinion, are necessary for the purposes of the report.

### **13.5 Integrity Commissioner Reporting to the Municipality**

**13.5.1** The Integrity Commissioner shall file a copy of the final report on an investigation with the Municipal Clerk, who will then provide a copy of the report to the complainant and the Member whose conduct it has addressed.

**13.5.2** The Municipal Clerk shall submit the Integrity Commissioner's report to Council within the next two regular meetings and the Integrity Commissioner shall appear to present his or her report to Council.

**13.5.3** The Integrity Commissioner shall report annually to Council on the number of complaints filed by way of a memo to Council, in November of each calendar year.

**13.5.4** The Municipal Clerk shall ensure confidentiality is maintained during and after the Integrity Commissioner's investigation.

**Acknowledgement of Understanding and Compliance**

The undersigned Member of Council, Committee, and/or Board of the City of Temiskaming Shores hereby acknowledges receipt of a copy of the Council Code of Conduct By-law No. 2014-026 and agrees to abide by its contents. The Member also acknowledges this form will be kept on file with the City of Temiskaming Shores, and a copy of this signed form was retained by the Member themselves.

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**Printed Name of Member**

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**Signature of Member**

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**Date**

**Appendix 01 to Schedule A to By-law No. 2014-026**  
Affidavit required under Section 13 - Breach of Policy /Code of Conduct

**Formal Complaint Affidavit**

Please note that signing a false affidavit may expose you to prosecution under the Criminal Code and also to civil liability for defamation.

Affidavit of: \_\_\_\_\_

I, \_\_\_\_\_ (full name) of the \_\_\_\_\_ (City/Town) of \_\_\_\_\_

in the Province of Ontario make oath and affirm:

1. I have personal knowledge of the facts as set out in this affidavit, because (insert reasons i.e. I work for... I attended the meeting at which.... etc.)

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2. I have reasonable and probable grounds to believe that a member of the City of Temiskaming Shores Council or local board, \_\_\_\_\_ (specify name) has contravened section(s) \_\_\_\_\_ of the Code of Conduct. The particulars of which are as follows: (set out the facts and if necessary use reverse side of this page)

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## **Appendix 02 to CS-RFP-005-2025**

The City of Temiskaming Shores  
Procedural By-law  
No. 2023-022

**The Corporation of the City of Temiskaming Shores**

**By-law No. 2023-022**

**Being a by-law to govern the proceedings of council, its  
committees, quorum and the calling of meetings  
-Procedural By-law-**

**Whereas** Section 238 of the Municipal Act, 2001, S.O 2001, c 25 as amended, requires that every municipality shall pass a procedural by-law for governing the calling, place and proceeding of meetings and any of its committees; and

**Whereas** Council considered Administrative Report CS-007-2023 at the March 7, 2023 Regular Council meeting, and directed staff prepare the necessary by-law to Adopt a new Procedural By-Law, repealing By-Law 2008-160, as amended and all its associated amending By-Laws for consideration at the March 7, 2023 Regular Council meeting; and.

**Whereas** Notice as prescribed by By-Law 2004-022, being a By-Law to establish procedures for public notice for the matter of the Procedural By-law was given by way of an advertisement in the Temiskaming Speaker on the March 1<sup>st</sup> and 8<sup>th</sup>, 2023, in addition to Notice being provided on the City of Temiskaming Shores website;

**Now therefore** the Council of the Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That the Council for the City of Temiskaming Shores hereby adopts the "Procedural By-law", a copy of which is attached hereto as Schedule "A" and forming part of this by-law.
2. That this by-law may be referred to as the "Procedural By-law".
3. That the following by-laws be hereby repealed on the effective date of passing and replaced entirely with "Schedule A" hereto: Procedural By-Law 2008-160, as amended; in addition to By-Laws 2009-058, 2009-113, 2010-130, 2011-014, 2014-101, 2015-231, 2020-035, 2021-156, 2022-089.
4. That any former By-law adopted to establish a committee of council or adopting a Terms of Reference in which makes reference to the provisions set out in Procedural By-law 2008-160, as amended shall be hereby considered replaced with the provisions set out in Schedule A to By-law 2023-022, attached hereto.
5. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
6. That this by-law shall come into full force and effect on the date of final passing.

**Read a first, second time** this 7<sup>th</sup> day of March, 2023.

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Mayor

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Clerk

**Read a third and final time and finally passed** this 21<sup>st</sup> day of March, 2023.

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Mayor

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Clerk



Schedule “A” to  
**By-law No. 2023-022**  
**City of Temiskaming Shores**  
**Procedural By-law**

THE CORPORATION OF THE CITY OF TEMISKAMING SHORES  
PROCEDURAL BY-LAW NO. 2023-022  
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## **PART 1 - MEETINGS OF THE COUNCIL**

### **1. DEFINITIONS**

In this by-law:

- 1.1 **"Ad Hoc Committee"** means a Committee established by Council to review a specific matter and once the Committee has reported with respect to its findings and recommendations, the Committee is automatically dissolved.
- 1.2 **"Call the question"** means that the vote on the Motion shall be taken.
- 1.3 **"Chair"** means the Mayor or the Presiding Officer of a meeting.
- 1.4 **"City Manager"** means the City Manager of the Corporation.
- 1.5 **"Clerk"** means the City Clerk or the Deputy City Clerk of the Corporation.
- 1.6 **"Closed Session"** means that part of a meeting closed to the public in accordance with the provisions of the Municipal Act.
- 1.7 **"Committee of the Whole"** means a Meeting of the whole of the Council where administrative matters are discussed and reports are presented for Council's consideration and deliberation.
- 1.8 **"Corporation"** means The Corporation of the City of Temiskaming Shores.
- 1.9 **"Council"** means the Council for the City of Temiskaming Shores.
- 1.10 **"Defer", "Deferred" or "Deferral"**, when used in connection with a matter or item before the Council or a Committee, means that the matter or item is to be dealt with later in the same meeting, or at the next meeting of the same body, or at the meeting of the same body that it specified in the Motion to defer.
- 1.11 **"Delegation"** means a person or persons intending to address the Council or Committee on a matter where a decision to the Council may be required.
- 1.12 **"Deputy Mayor"** means the Councillor appointed by Council to act in the absence of the Mayor in accordance with this By-law.
- 1.13 **"Electronic Device"** means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.
- 1.14 **"Electronic Participation"** means a member who participates remotely in any open or closed Regular, Committee of the Whole or Special Meeting via an

electronic device and will count towards quorum when a personal emergency or uncontrollable circumstance precludes in person participation.

- 1.15 **"Emergency Meeting"** means a meeting where the health or welfare of the community is involved.
- 1.16 **"Ex-officio"** means by virtue of office or position and carries with it the right to participate fully in all committee meetings and to vote unless prohibited by law, but does not count towards a quorum.
- 1.17 **"Holiday"** shall mean any holiday as defined in the Interpretation Act, R.S.O. 1990, c.1.11 or Boxing Day.
- 1.18 **"Improper conduct"** means conduct which offers any obstruction to the deliberations or proper action of Council.
- 1.19 **"In-Camera"** means a Closed Session of Council which is closed to the public in accordance with the Municipal Act.
- 1.20 **"Inaugural Meeting"** means the first Meeting of Council held after a municipal election in a regular election year.
- 1.21 **"Local Board"** means a local board as defined in the Municipal Act, 2001.
- 1.22 **"Majority Vote"** means the vote of more than half of the members present at a properly constituted meeting at which a quorum is present.
- 1.23 **"Mayor"** means the Head of Council acting as the Chief Executive Officer of the Corporation.
- 1.24 **"Meeting"** means any Regular, Special, Committee of the Whole or other meeting of Council.
- 1.25 **"Members of Council" or "Member"** means any Councillor and the Mayor of the Council.
- 1.26 **"Motion"** means a proposal by a member for the Council to adopt a resolution.
- 1.27 **"Municipal Act"** means the Municipal Act, S.O. 2001, c. 25, as amended and any successor legislation thereto.
- 1.28 **"Municipal Conflict of Interest Act"** means the **Municipal Conflict of Interest Act, R.S.O, 1990, C.M.50, as amended.**
- 1.29 **"Municipal Election"** shall mean a general municipal election held pursuant to the Municipal Elections Act.

- 1.30 **"Newspaper"** means a printed publication in sheet form, intended for general circulation, published regularly at intervals of no longer than seven (7) days, consisting in great part of news of current events of general interest.
- 1.31 **"Notice of Motion"** means a signal of intent to have a Motion dealt with at a subsequent meeting.
- 1.32 **"Officer"** includes the City Manager and the members of the Senior Management Team employed by The Corporation of the City of Temiskaming Shores.
- 1.33 **"Open Session"** means any part of a Meeting not in "Closed Session".
- 1.34 **"Pecuniary Interest"** means a direct or indirect interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O., 1990, chapter M.50*, as amended, and any subsequent legislation thereto.
- 1.35 **"Petition"** means a written request signed by one or more persons.
- 1.36 **"Point of Order"** means an issue to which a member calls attention to:
- a) any breach of the rules of order pursuant to this Procedural By-law;
  - b) any defect in the constitution of any meeting;
  - c) the use of improper, offensive or abusive language;
  - d) notice of the fact that the matter under discussion is not within the scope of the proposed Motion; or
  - e) any other informality or irregularity in the proceeding of the meeting.
- 1.37 **"Point of Personal Privilege"** means a matter that a member of Council considers to impugn the integrity of the Council or the individual member.
- 1.38 **"Presentation"** means the presentation of material, reports or studies to assist Council in their deliberations on a particular subject matter.
- 1.39 **"Presiding Officer"** means:
- a) The Mayor, or
  - b) in the absence of the Mayor, the Deputy Mayor, or
  - c) a member appointed pursuant to Section 10.
- 1.40 **"Public Meeting"** means a Public Meeting under the Municipal Act or the Planning Act, or any other statute that requires the Council to hold a Public Meeting.
- 1.41 **"Public Notice"** means a public notice published in accordance with the City's Notice By-law.
- 1.42 **"Published"** means published in a daily or weekly newspaper that, in the

opinion of Clerk, has such circulation within the municipality as to provide reasonable notice to those affected thereby and "publication" has a corresponding meaning.

- 1.43 **"Question and Answer Period"** means an opportunity for members of the Public to submit a question to Council pertaining to an item on the Agenda or the business of Council. It does not constitute a forum for comments or statements by members of the public.
- 1.44 **"Quorum"** means the minimum number of members who must be present at the meetings for business to be legally transacted.
- 1.45 **"Recorded Vote"** shall mean the recording of the name and vote of every Member of Council on any matter of question, subject to the *Municipal Conflict of Interest Act*.
- 1.46 **"Regular Meeting"** means a scheduled business meeting held in accordance with the approved calendar/schedule of meetings.
- 1.47 **"Resolution"** means the decision of the Council on any Motion including a Recommendation adopted at a Committee of the Whole meeting.
- 1.48 **"Rules of Order"** shall mean the rules, established by this by-law to govern the proceedings of Council and its Committees.
- 1.49 **"Special Meeting"** means a meeting not scheduled in accordance with the approved calendar/schedule of meetings.
- 1.50 **"Standing Committee"** – means a committee constituted to perform a continuing function, and remain in existence permanently or for the life of the Council that establishes them and are appointed by by-law or Resolution.

## **2. PURPOSE AND PRINCIPLES**

- 2.1 This By-law (referred to as the "Procedural By-law") establishes the rules of order for Meetings.
- 2.2 The principles of parliamentary law governing Meetings include:
  - (a) the majority of Members have the right to decide;
  - (b) the minority of Members have the right to be heard;
  - (c) all Members have the right to information to help make decisions, unless otherwise prevented by law;
  - (d) all Members have a right to an efficient Meeting;
  - (e) all Members have the right to be treated with respect and courtesy; and,
  - (f) all Members have equal rights, privileges, and obligations.

## **3. GENERAL PROVISIONS**

- 3.1 The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of the Council and wherever possible, with the necessary modifications, for all Committees of Council, unless otherwise prescribed, except where separate Terms of Reference have been adopted by Council.
- 3.2 The rules and regulations contained herein may not be suspended except by an affirmative vote of the majority of the Members present and voting.
- 3.3 A word in this By-law interpreted in the singular number has a corresponding meaning when used in the plural. Words importing a single gender should be read to be inclusive of all genders.
- 3.4 The Mayor may be addressed as "Mayor (surname inserted)" or as "Your Worship".
- 3.5 A Member may be addressed as "Councillor (surname inserted)".

## **4. INAUGURAL MEETING**

- 4.1 The Inaugural Meeting of Council shall be held on the first Monday following the beginning of the term of office, in the year of a regular election.
- 4.2 The Inaugural Meeting shall be ceremonial in nature for purposes of the Members taking their Oath of Allegiance and Declaration of Office.
- 4.3 No business shall be conducted at the Inaugural Meeting until the Oath of Allegiance and Declaration of Office have been taken.

- 4.4 At the Inaugural Meeting, Council shall appoint, by by-law a Councillor as Deputy Mayor.
- 4.5 At the Inaugural Meeting all required Council appointments to local boards and committees may be appointed for the term of the Council unless otherwise provided by statute or by law.

## **5. MEETINGS**

- 5.1 Committee of the Whole Meetings shall be held on the first Tuesday of each month commencing at 3:00 pm, unless otherwise decided by Council.
- 5.2 Regular Meetings shall be held on the third Tuesday of each month commencing at 6:00 pm, unless otherwise decided by Council.
- 5.3 For the months of July and August, Committee of the Whole shall be held the 2<sup>nd</sup> Tuesday of the month commencing at 3:00 pm followed by the Regular Meeting, unless otherwise decided by Council.
- 5.4 Council may change the date of any Regular or Committee of the Whole Meeting by Resolution.
- 5.5 If a Tuesday designated for the holding of a Meeting falls on a public holiday, or on a day when City Hall is closed for business, the Meeting shall be scheduled on the next business day.
- 5.6 **Postponement – Emergency**

The Mayor may, when an emergency or extraordinary situation arises, postpone a Meeting for not more than seven (7) days.

### **5.7 Postponement — Notice by Clerk**

Upon the postponement of a Meeting by the Mayor in accordance with Section 5.6 of this By-law, the Clerk shall attempt to notify the Members of Council on the postponement as soon as possible and in the most expedient manner available.

## **6. ELECTRONIC PARTICIPATION**

- 6.1 All Members are expected to attend Meetings in person.
- 6.2 A Member may participate electronically in a Meeting that is open or closed to the public when a personal emergency or uncontrollable circumstance precludes in-person attendance, subject to subsection 238(3.3) (b) of the Act.
- 6.3 A member participating electronically in a Meeting will count towards Quorum,

subject to subsection 238(3.3) (a) of the Act.

- 6.4 If a Member participates electronically in three (3) consecutive or cumulative Meetings in a year, a Member may request to review the electronic participation through a Resolution. Council may resolve to advise the Member they are expected to attend meetings in person or authorize their continued electronic participation.
- 6.5 Members who wish to participate electronically at a Meeting shall provide a minimum of 24 hours' notice to the Clerk. This is to allow sufficient time for the necessary technology to be tested.

## **7. PUBLIC MEETING**

- 7.1 Except as provided in Section 8, all Meetings shall be open to the public.
- 7.2 Committee of the Whole and Regular Meetings shall be held in the Council Chambers of City Hall situated at 325 Farr Drive unless otherwise decided by Council when notice is given.

## **8. CLOSED SESSION MEETINGS**

- 8.1 All Meetings are open to the public except where provided for in Section 239 of the Municipal Act. A Meeting or part of a Meeting may be closed to the public if the subject matter being considered is:
  - (a) the security of the property of the Corporation 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 for municipal or local board purposes;
  - (d) labor 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 the Council has authorized a meeting to be closed under another Act;
  - (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - (i) a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, if disclosed could prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization;
  - (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;



- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board;
  - (l) A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council is the head of an institution for the purposes of that Act (Municipal Act, Sec. 239(3)(a));
  - (m) An ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the Ombudsman Act (Municipal Act, Sec. 239(3)(b)); or
  - (n) Educating or training Members, provided that no Member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of Council (Municipal Act, Sec. 239(3.1)).
- 8.2 Before holding a Meeting or part of a Meeting that is to be closed to the public, Council, shall state by Resolution;
- (a) the fact of the holding of the Closed Session;
  - (b) the subsection(s) of the Municipal Act, which authorizes each item to be considered at the Closed Session; and
  - (c) the general nature of the subject matter to be considered at the Closed Session.
- 8.3 Once in a Closed Session, no item shall be added to the agenda for that Closed Session.
- 8.4 The Presiding Officer may call an in-camera meeting after 6:00 pm on any Regular Meeting night to discuss the matters referred to in the above paragraph 8.1.
- 8.5 If a Meeting is closed to the public:
- (a) the Presiding Officer shall inquire as to whether any Member present has a conflict of interest, to allow a Member to declare any conflict, the reasons therefor and leave the Meeting;
  - (b) no Resolution or record of the Meeting shall disclose any information that the head of an institution is not permitted to disclose under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 8.6 Notwithstanding this section, a Meeting shall not be closed during the taking of a vote, unless the vote is for a procedural matter, or for giving directions or instructions to officers, employees or agents of the municipality, or persons retained by or under contract with the municipality.
- 8.7 Minutes shall be kept of all Closed Sessions, identifying the Members present and absent, and the Officers present, in the same fashion as those kept for Open Sessions and shall correspond directly to the prepared Closed Session Agenda and shall note any direction given pursuant to section 6.7 above.
- 8.8 For discussion of items regarding confidential matters related to an individual

employee during a Closed Session, the City Manager will designate which staff members may be present.

- 8.9 For discussion of items regarding confidential matters related to the City Manager, the Mayor will designate which staff members may be present.
- 8.10 The Clerk may require that extra copies of any reports or documents circulated at a Closed Session regarding confidential matters related to an individual employee be collected by the Clerk and returned to the Human Resources Department.
- 8.11 The Clerk shall be responsible to maintain a confidential copy of all Agendas and Minutes of Closed Sessions.
- 8.12 Where an emergency has been declared by a Member, that Member can participate electronically in a Meeting that is closed to the public.
- 8.13 **Confidentiality**
  - (a) Every person to attend a Closed Session held pursuant to this section shall make an Affirmation of Confidentiality at the Inaugural Meeting or when deemed appropriate and execute a Confidentiality Agreement in the form attached as Schedule "A".
  - (b) No person in attendance a Closed Session called pursuant to this section shall disclose to any person that was not in attendance at the meeting any of the information provided at such Closed Session.
  - (c) Exception: If a Member is not in attendance at a Closed Session for any reason other than a Declaration of a Conflict of Pecuniary Interest, he or she may request a copy of the information provided at such Closed Session. No Member shall disclose information provided during Closed Session to another Member of Council that is not in attendance due to a Conflict of Pecuniary Interest declared pursuant to the *Municipal Conflict of Interest Act, 1990*.

8.14 **Closed Session Investigator**

In accordance with Section 239.1 (b) of the Municipal Act, 2001, as amended, the Ombudsman shall conduct an investigation, upon the request of any person, to determine if the Municipality complied with Section 239 of the Municipal Act or the City's Procedure By-law in respect of a Meeting or part of a Meeting that was closed to the public.

## **9. SPECIAL MEETINGS**

- 9.1 The Mayor may summon a Special Meeting at any time upon giving written direction to the Clerk directly or through the City Manager, stating the date, time and purpose of the Special Meeting.
- 9.2 The Clerk shall notify members of Council of the pending Special Meeting with the objective of obtaining quorum. Once satisfied that Quorum will be reached,

the Clerk shall summon a Special Meeting for the purpose and at the time mentioned in the petition.

### **9.3 Special Meetings — Notice**

Notice of a Special Meeting called in accordance with this By-law shall be delivered to the Members of Council by telephone, facsimile transmission and/or electronic mail, to the phone number, fax number or e-mail address as provided by the Members. The Clerk shall use their best efforts to forward Members of Council and the media all notices and agendas for Special Meetings a minimum of twenty-four (24) hours in advance of such Meetings.

### **9.4 Special Meetings — Business Specified**

No business except the business dealing directly with the purpose mentioned in the notice shall be transacted at a Special Meeting.

## **10. EMERGENCY MEETINGS**

10.1 In the case of a disaster or emergency as defined in the Municipality's Emergency Plan, an Emergency Meeting may be held without notice, to deal with the emergency or extraordinary situation, provided that an attempt has been made by the Clerk or the Clerk's representative to notify the members of Council and the media about the meeting as soon as possible and in the most expedient manner available.

10.2 No business except the business dealing directly with the emergency or extraordinary situation shall be transacted at an Emergency Meeting.

## **11. QUORUM**

11.1 At any Meeting a Quorum consists of a majority of all Members. When Quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute Quorum, provided the number is not fewer than two (2).

## **12. MEETING TIME**

12.1 The Mayor, or in their absence, the Deputy Mayor, shall call Members to order as soon after the Meeting time as a Quorum is present.

12.2 If the Mayor and Deputy Mayor are not present within fifteen (15) minutes after the Meeting time, the Clerk shall call the Members to order and if a Quorum is present, a Member shall be chosen from among those present to preside during the Meeting or until the arrival of the Mayor or Deputy Mayor.

12.3 In the election of a Presiding Officer, the Clerk shall call the Meeting to order and

preside.

- 12.4 If there is no Quorum within fifteen (15) minutes after the Meeting time, the Clerk shall call the roll, take down the names of the Members present, and declare the Meeting cancelled.
- 12.5 Unless otherwise determined by Resolution, all Regular Meetings shall commence at 6:00 pm in the Council Chambers of City Hall.
- 12.6 Unless otherwise determined by Resolution, all Committee of the Whole Meetings shall commence at 3:00 pm in the Council Chambers of City Hall.
- 12.7 If during the course of a Meeting, the Quorum is lost, then the meeting shall stand recessed and shall reconvene when the Quorum is regained. If the Quorum is not regained within fifteen (15) minutes, then the Clerk shall record in the minutes the names of those present and the meeting shall be ended without a formal adjournment.
- 12.8 The Minutes of the Meeting which ended because the Quorum was lost, shall note that the Quorum was lost and shall include the names of the members present at the time the Quorum was lost.

### **13.ABSENCE FROM MEETING**

- 13.1 The members of Council shall inform the Clerk of all planned absences, late arrivals and early departures from a Meeting in order that the recording of the minutes of such Meeting may accurately reflect attendance (i.e. vacation, illness, other municipal business, personal).
- 13.2 The office of a Member becomes vacant if the Member has been absent from Committee of the Whole and/or Regular Meetings for three (3) consecutive months without authorized to do so by a Resolution unless otherwise permitted by S. 259 (1.1) of the Municipal Act.

### **14.CONDUCT**

- 14.1 The Presiding Officer shall preserve order and decorum.
- 14.2 The Presiding Officer may expel or exclude from any meeting any person who is guilty of improper conduct.
- 14.3 No person except a Member or Officer shall be allowed to approach beyond the podium during a Meeting without permission of the Presiding Officer.
- 14.4 Every person, prior to speaking, shall address the Presiding Officer, shall confine remarks to the question.

- 14.5 No person, including members of the public, shall speak disrespectfully, use profane or offensive language or insulting gestures against Members, Officers or guests;
- 14.6 When two (2) or more Members raise their hands to be recognized, the Presiding Officer shall name the Member whom he/she first recognizes.
- 14.7 Upon being recognized by the Presiding Officer, a Member shall address the Presiding Officer.
- 14.8 While the Question is being put, no one shall walk across or out of the Council Chambers, make any noise or disturbance, or hold any private conversations, nor when a member is speaking shall any other member hold discourse or interrupt the speaker.

## **15.ELECTRONIC DEVICES**

- 15.1 Each person shall place any electronic devices on an inaudible setting during any open or closed meeting.
- 15.2 No person shall use an electronic device to broadcast, record or otherwise publish or distribute audio, video or photographs of any open or closed meeting.

## **16.LANGUAGE**

- 16.1 No person shall speak disrespectfully of His Majesty the King or of any member of the Royal Family, the Governor-General, Lieutenant-Governor or a Minister of the Crown.
- 16.2 No Member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.
- 16.3 In case a person refuses to obey the order of Council, or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the rules and should a person persist in such disobedience after having been called to order, the Presiding Officer may forthwith order him or her to vacate the Council Chamber or place where the Meeting is being held. If the person apologizes he or she may, by vote of Council, be permitted to re-take their seat.

## **17.ADJOURNMENT**

- 17.1 A meeting shall always adjourn by 11:00 pm unless a majority of Members vote otherwise.

## **PART 2 - ROLES AND DUTIES**

### **18.ROLE OF THE MAYOR**

18.1 It is the role of the Mayor as the Head of Council:

- (a) to act as the Chief Executive Officer of the Corporation;
- (b) to preside over Meetings so that the business can be carried out efficiently and effectively;
- (c) to provide leadership to the Council;
- (d) to provide information and recommendations to Council with respect to the role of Council;
- (e) to represent the Corporation at official functions;
- (f) to carry out the duties of the Head of Council under any Act; and
- (g) to fulfill the responsibility of the Head of Council as prescribed in the City of Temiskaming Shores Emergency Response Plan.

18.2 As Chief Executive Officer of the Corporation, the Head of Council shall:

- (a) uphold and promote the purposes of the Corporation;
- (b) promote public involvement in the municipality's activities;
- (c) act as the Corporation's representative both within and outside the municipality, and to promote the municipality locally, nationally and internationally; and
- (d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

### **19.DUTY OF THE MAYOR**

19.1 It is the duty of the Mayor to preside at all Meetings, and in addition to the requirements in the Municipal Act shall be responsible:

- (a) to open the Meeting by taking the Chair and calling the Meeting to order;
- (b) to receive and submit, in the proper manner, all Motions presented by the Members;
- (c) to put to vote all Motions and announce the result;
- (d) to sit as an ex-officio member of any Committee of Council and to vote at such meetings;
- (e) decline to put Motions to a vote which infringe upon the rules of procedure;
- (f) to inform the Members of the proper procedure to be followed and to enforce the rules of procedure;
- (g) to enforce on all occasions, the observance of order and decorum among the Members;
- (h) to call by name any Member persisting in a breach of the rules of procedure and order the member to vacate the Council Chambers;
- (i) to permit the questions to be asked through the Mayor of any officer of the City for information to assist in any debate when the Mayor deems it

- proper;
- (j) to provide information relating to the business of the Corporation;
- (k) to authenticate by signature all by-laws, agreements and minutes of Council;
- (l) to rule on any points of order raised by Members;
- (m) to represent and support the Council;
- (n) to maintain order;
- (o) to adjourn the Meeting when the business is concluded;
- (p) to carry out the duties of the Head of Council under the Municipal Act or any other Act; and
- (q) to act in accordance with their Oath of Allegiance and Oath of Elected Office.

## **20. ROLE OF THE COUNCIL**

20.1 It is the role of the Council:

- (a) to represent the public and consider the well-being and interests of the Corporation;
- (b) to develop and evaluate the policies and programs of the Corporation;
- (c) to determine which service the Corporation provides in accordance with applicable legislation;
- (d) to ensure that the administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- (e) to ensure the accountability and transparency of the operations of the Corporation, including the activities of the Officers of the Corporation;
- (f) to maintain the financial integrity of the Corporation; and
- (g) to carry out the duties of Council under the Municipal Act or any other Act.

## **21. DUTY OF COUNCILLORS (MEMBERS)**

21.1 It is the duty of Members to attend all Meetings, and:

- (a) to prepare for Meetings, including reviewing the agenda and background information prior to the Meeting;
- (b) to speak only to the subject under debate;
- (c) to vote on all Motions before the Council unless prohibited from voting by law;
- (d) to observe proper procedure and decorum at all times;
- (e) to state questions to be asked through the Presiding Officer;
- (f) to support the Council once a decision is made;
- (g) to attend Local Board and Committee Meetings to which the member has been appointed by Council;
- (h) to carry out the duties of Councillor under the Municipal Act or any other Act; and
- (i) to act in accordance with their Oath of Allegiance, Oath of Elected Office and Confidentiality Agreement.

## **22. DUTY OF THE CITY MANAGER**

- 22.1 It is the duty of the City Manager to attend all Meetings, and:
- (a) to provide vision, leadership and enthusiasm for administration, planning, organizing, directing and controlling all municipal operations and services in accordance with the Corporation's policies and relevant legislation;
  - (b) to manage the assets, business and financial health of the Corporation;
  - (c) to manage the relationship between the Council and Officers;
  - (d) to provide municipal representation to government, media, community and public organizations;
  - (e) to exercise general control and management of the affairs of the Corporation for the purpose of ensuring the efficient and effective operation of the municipality; and
  - (f) to perform all duties listed in the City Manager's job description and other such duties as are assigned by the Council.

## **23. DUTY OF THE CLERK**

- 23.1 It is the duty of the Clerk to attend all Meetings, and
- (a) to prepare and distribute agendas for all Meetings in accordance with this By-law;
  - (b) to record, without note or comment, all resolutions, decisions and other proceedings of the Meetings, whether it is closed to the public or not;
  - (c) if required by any Member present at a vote, to record the name and vote of every Member voting on any matter or question (recorded votes);
  - (d) to keep the originals or copies of all by-laws and of all minutes of the proceedings of the Meetings;
  - (e) to perform other duties required under the *Municipal Act, Municipal Elections Act 1996*, or as required under any other Act;
  - (f) to authenticate by signature all by-laws, agreements and minutes of Council;
  - (g) to advise Council on parliamentary procedure; and
  - (h) to perform all duties listed in the Clerk's job description and other such duties as are assigned by either the City Manager or the Council.

## **PART 3 — PRESCRIBED NOTICE**

## **24. NOTICE OF MEETINGS**

- 24.1 Where notice of Meetings is required to be given, the Clerk shall cause such notice to be published on the City's website at least 48 hours prior to the Meeting.



24.2 The Clerk may at their discretion, publish notice of a Meeting in a newspaper or other local media source no later than 48 hours prior to the Meeting

24.3 No notice shall be required under this By-law, where the provision of notice will interfere with the ability of Council to conduct business with respect to a matter permitted for a Closed Session under Section 239 of the Act.

24.4 Nothing in this By-law shall prevent the Clerk from using more comprehensive methods of providing notice or for a longer notice period or additional notices where deemed desirable.

**24.5 Emergency Provision**

If a matter arises, which in the opinion of the City Manager, in consultation with the Mayor, is considered to be of an urgent or time sensitive nature, or which could affect the health or well-being of the residents of the municipality, or if a State of Emergency is declared, or if so advised by a Provincial Ministry, the notice requirements of this by-law may be waived by the City Manager and the Clerk shall make their best efforts to provide such notice as is reasonable under the circumstances.

**PART 4 - VOTING & DEBATE PROCEDURES**

**25. CONFLICT OF INTEREST**

25.1 All Members have a personal obligation to comply with the Municipal Conflict of Interest Act.

25.2 A Member shall declare a conflict of interest in accordance with the *Municipal Conflict of Interest Act* and shall, prior to any consideration of the matter at a Meeting, disclose the interest and the general nature thereof; shall not take part in the discussion of, or vote on any Motion in respect of the matter; and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such Motion.

25.3 If the conflict under section 25.2 above is with respect to an item on a Closed Session agenda, in addition to complying with the requirements of section 25.2 above, the Member shall forthwith leave the Closed Session or that part of the Closed Session during which time the matter is under consideration.

25.4 Where the interest of a Member has not been disclosed as required by section 25.2 above, by reason of the Member's absence from the Meeting referred to therein, the Member shall disclose the interest and otherwise comply with section 25.2 above at the first Meeting attended by the Member after the Meeting referred to in section 25.2 above.

- 25.5 Subject to compliance by all Members with the Municipal Conflict of Interest Act, the Presiding Officer may vote with the other Members on all questions.

## **26. DUTIES OF PRESIDING OFFICER**

- 26.1 The Presiding Officer may answer questions and comment in a general way without leaving the Chair, but if he/she wishes to speak on a Motion taking a definite position and endeavouring to persuade the Council to support that position, they must first leave the Chair.
- 26.2 If the Presiding Officer desires to leave the Chair for the purpose of taking part in the debate or for any other reason, they shall designate another Member to fill their place until they resume the Chair.

## **27. VOTING**

- 27.1 Every Member who shall be present when a question is put shall vote thereon unless he/she is disqualified to vote on the question. All votes shall be by show of hands except where a recorded vote is requested by any Member.
- 27.2 The Presiding Officer shall announce the result of every vote.

## **28. RESULT OF THE VOTE – DISAGREEMENT**

- 28.1 Any Member who disagrees with the announcement of the Presiding Officer that a Motion is carried or lost may, but only immediately after the declaration by the Presiding Officer, appeal the declaration and request that a recorded vote be taken, subject to the next order of business not having been already introduced.

## **29. TIE VOTE — DEEMED NEGATIVE**

- 29.1 Any question on which there is a tie vote shall be deemed to be lost, except where otherwise provided by any Act. (Municipal Act, 2001, c.25, s.245).

## **30. NO VOTE — DEEMED NEGATIVE**

- 30.1 If any Member present refuses to vote, for other than a conflict of interest, it shall be recorded as a vote in the negative.

### **31. RECORDED VOTES**

- 31.1 Where required by statute, and whenever any Member shall request a recorded vote, the names of those who vote for and against the question shall be entered in the Minutes.
- 31.2 Subject to the Municipal Conflict of Interest Act, where a recorded vote is requested each Member present in the chamber shall announce their vote openly.
- 31.3 The Clerk shall begin the recorded vote with the Member who requested the recorded vote, and proceed in random order to poll all Members and the Presiding Officer.

### **32. PRIVILEGE**

- 32.1 A Member may raise a point of privilege at any time if they consider that their integrity or the integrity of the Council as a whole has been impugned, whereupon the Presiding Officer shall:
  - (a) interrupt the matter under consideration;
  - (b) ask the Member raising the point of privilege to state the substance of and the basis for the point of privilege; and
  - (c) rule on the point of privilege immediately without debate by Council.
- 32.2 Where the Presiding Officer considers the integrity of any Officer has been impugned or questioned, the Presiding Officer may permit the City Manager to make a statement to the Council.

### **33. POINTS OF ORDER AND BOURINOT'S RULES**

- 33.1 The Presiding Officer may call to order any Member who is speaking.
- 33.2 A Member called to order shall remain seated and shall not speak until the point of order has been determined by the Presiding Officer, unless permitted to explain.
- 33.3 Whenever the Presiding Officer elects or is required to decide a point of order, the point shall be stated, a ruling made and the reason therefore given by the Presiding Officer.
- 33.4 In the event that this By-law does not address an issue, then Bourinot's Rules of Order shall apply.
- 33.5 No Member shall disobey the decision of the Presiding Officer on questions of order or upon the interpretation of the rules of the Council.

- 33.6 In case a Member refuses to obey the order of Council, or a decision of the Presiding Officer on questions of order or practice or upon the interpretation of the rules and should a Member persist in such disobedience after having been called to order, the Presiding Officer may forthwith order them to vacate the Council Chamber or place where the meeting is being held. If the member apologizes they may, by vote of Council, be permitted to re-take their seat.
- 33.7 When a Member is speaking, no other Member may speak or shall make any disturbance or pass between the speaker and the Presiding Officer or interrupt the speaker, except to raise a point of order.
- 33.8 Every Member shall speak only to the matter under debate upon being recognized by the Presiding Officer for a maximum of five (5) minutes.
- 33.9 Any Member may require the Motion under discussion to be read at any time, but not to interrupt a Member speaking.
- 33.10 Without leave of the Presiding Officer, no Member shall speak more than once on the same question, except to explain, without introducing new matter, a material part of a speech which may have been misconceived.

#### **34. THE QUESTION**

- 34.1 When a question is finally put by the Presiding Officer, no Member shall speak to the question, nor shall any other Motion be made until after the result of the vote has been declared.
- 34.2 A decision by the Presiding Officer that the question has been finally put shall be conclusive.
- 34.3 No Member shall comment upon any vote by the Council.

#### **35. TO AMEND THE RULES**

- 35.1 No rule contained in this by-law shall be repealed, altered or amended unless the Clerk receives two (2) weeks written notice of any Member's intent to introduce an amendment.
- 35.2 Public Notice of any amendment to the Procedural By-law shall be provided in accordance with the City's Notice By-law.

#### **36. TO AMEND MOTIONS**

- 36.1 Every amendment shall be in writing and shall be decided or withdrawn before the main question is put.

- 36.2 Only one amendment shall be allowed to an amendment.
- 36.3 Amendments shall be put in reverse order to that in which they are moved.
- 36.4 If a vote on an amendment is carried, then the main Motion shall be deemed to be carried.
- 36.5 Any Member may request the Presiding Officer to divide any Motion or report into such parts as the Member may submit and the Presiding Officer shall make a ruling on whether to divide the Motion.
- 36.6 If a proposed amendment or an amendment to an amendment is lost, then unless a further amendment is put, the main question shall be put.
- 36.7 When putting an amendment, the Clerk shall read the wording as it appears in the main Motion, read the proposed amendment and then read the wording as it would be if the amendment carried.

### **37.RECONSIDERATION**

- 37.1 No matter decided within the calendar year shall be reconsidered without the consent by Resolution. Such consent shall require an affirmative vote of 2/3 of the members present and voting.

### **38.INQUIRIES**

- 38.1 Inquiries about a matter may be raised by any Member and put to the Presiding Officer or through them to the City Manager, who may call upon another officer to reply.
- 38.2 No argument or opinion shall be offered or fact stated except as is necessary to explain the inquiry or the answer.
- 38.3 A Member and Officer are not to debate the matter.
- 38.4 Inquiries may be in writing or may be made orally.
- 38.5 An Officer shall reply promptly in writing in response to all requests for reports made by Council Resolution.
- 38.6 The City Manager may provide an update of the status of matters remaining on file at the end of each Committee of the Whole Meeting.

## **PART 5 - AGENDA AND MOTIONS**

### **39.AGENDA**

39.1 The Clerk in consultation with the Mayor, shall have discretion to prepare for the use of the Members an Agenda for the Regular Meetings as follows:

1. Land Acknowledgment
2. Call to Order
3. Roll Call
4. Review of Revisions or Deletions to the Agenda
5. Approval of Agenda
6. Disclosure of Pecuniary Interest and General Nature
7. Public Meetings Pursuant to the Planning Act, Municipal Act and Other Statutes
8. Review and Adoption of Council Minutes
9. Presentations/Delegations
10. Correspondence/Communications
11. Community/Regional Committee Reports
12. Reports by Members of Council
13. Notice of Motions
14. By-laws
15. New Business
16. Schedule of Meetings
17. Question and Answer Period
18. Closed Session
19. Confirming By-law
20. Adjournment

39.2 The Clerk in consultation with the Mayor, shall have discretion to prepare for the use of the Members an Agenda for the Committee of the Whole Meetings as follows:

1. Land Acknowledgment
2. Call to Order
3. Roll Call
4. Review of Revisions or Deletions to the Agenda
5. Approval of Agenda
6. Disclosure of Pecuniary Interest and General Nature
7. Public Meetings Pursuant to the Planning Act, Municipal Act and Other Statutes
8. Public Works
  - a. Delegations
  - b. Administrative Reports
  - c. New Business
9. Recreation
  - a. Delegations
  - b. Administrative Reports
  - c. New Business

- 10. Fire Services
  - a. Delegations
  - b. Administrative Reports
  - c. New Business
- 11. Corporate Services
  - a. Delegations
  - b. Administrative Reports
  - c. New Business
- 12. Closed Session
- 13. Adjournment

39.3 The business shall be taken up in the order in which it stands upon the Agenda in all cases except where the Presiding Officer deems it necessary or expedient to alter the order of business listed on the Agenda.

39.4 A copy of Minutes, administrative reports and communication items received by the Clerk no later than 4:00 pm on the Wednesday prior to a Meeting shall be provided to all Members by circulation of the Agenda.

**39.5 Reports From Officers**

- (a) Reports from Officers shall be signed by the writer. Signatures are required from the writer and Director. The City Manager shall sign all reports to Council.
- (b) Reports shall be submitted to the City Manager no later than 12:00 pm on the Wednesday before the Meeting for approval and signature.
- (c) Where the City Manager determines a matter to be of an extremely urgent matter, then a report submitted after Wednesday at 12:00 pm may be shown on the Agenda without copies being provided.
- (d) Any reports received by the Clerk after 12:00 pm on the Friday before a Meeting shall be referred to the next following Meeting.

**39.6 Additions to the Agenda**

- (a) If an item(s) deemed to be time sensitive must be added to an Agenda that has already been posted and circulated to the public and the media, an Addendum shall be posted and circulated to the media at least 24 hours prior to the meeting in an effort to provide advance public notice.
- (b) Should an item deemed to be time sensitive need to be added to the Agenda without advance public notice such as during the "Review of Revisions or Deletions to the Agenda," Council shall vote to allow such item(s) to be added to the Agenda. Such additions shall require a majority vote of the Members present and voting.

## **40.DELEGATIONS**

- 40.1 Delegations from the public may be received at both Regular and Committee of the Whole Meetings of Council. Delegations at Regular Meetings shall be on a subject within the jurisdiction or influence of local government. Delegations at a Committee of the Whole Meeting shall be related to an agenda item.
- 40.2 Persons wishing to make a formal presentation to Council must register with the Clerk prior to 4:30 pm on the Wednesday preceding any Meeting. A written copy of the submission shall be provided to the Clerk prior to 4:30 pm on the Thursday preceding any Meeting.
- 40.3 The maximum number of presenters in any delegation (including the spokesperson) shall be three (3).
- 40.4 The Clerk shall inform the presenter of the guidelines affecting the delegation (e.g. maximum time, maximum of three presenters and adherence to subject).
- 40.5 A public delegation, which has been registered with the Clerk may address matters of municipal jurisdiction for up to ten (10) minutes.
- 40.6 Notwithstanding 40.5 above, no delegation shall be permitted when the subject matter to be addressed relates to a recommendation of any tribunal that has conducted a hearing under the Statutory Powers Procedure Act, R.S.O. 1990, c. 22, as amended.
- 40.7 No person will be permitted to address Council with respect to a labour management dispute or issue, unless provided for by legislation or collective agreement.
- 40.8 Any delegation request that implies or threatens legal action shall be denied. The City Manager may refer all such matters to Legal Counsel.
- 40.9 Presenters appearing before Council who have previously appeared before the same Council on the same subject shall be limited to providing only new information in their second or subsequent appearances for up to five (5) minutes. A presenter is not permitted to appear before Council more than two times on the same subject matter.
- 40.10 In unique circumstances, the time limit may be extended by the Chair or a majority vote of the Members present. Such question shall be decided by the Members without debate.
- 40.11 No presenter shall:
  - (a) speak disrespectfully of any person;
  - (b) use offensive words or unparliamentary language;



- (c) speak on any subject other than the subject for which he/she received approval to address; or
- (d) disobey the rules of order or a decision of the Presiding Officer.

40.12 After the presenter has finished, Members shall each have the opportunity to ask questions for clarification purposes only, and without debate.

40.13 The Presiding Officer may curtail any presenter, any questions of a presenter or debate during a delegation, for disorder or for any other breach of this Procedural By-law and, should the Presiding Officer rule that the delegation is concluded, the presenter shall withdraw immediately and shall be given no further audience by the Council.

40.14 Public delegations made at the beginning of the Meeting may be considered by the Members during the New Business portion of the Agenda.

40.15 The Presiding Officer, at their discretion, may recognize a member of the public.

40.16 Public delegations, depending on their nature, may be assigned by the City Manager to the appropriate Director and/or Committee for follow up.

#### **41. PRESENTATIONS**

41.1 Presentations may be received from municipal staff, public agencies, consultants retained by the municipality or the Municipal Auditor at either a Regular or Committee of the Whole Meeting of Council.

41.2 Presentations to Council from any of those listed in Section 40.14 shall be subject to a maximum time limit of thirty (30) minutes for their presentation unless otherwise decided by Council.

#### **42. QUESTION & ANSWER**

42.1 Speakers shall be permitted to only speak to items on the Agenda.

42.2 Speakers are permitted to speak once on any matter for up to five (5) minutes. If there is a group of Speakers taking the same position, they are encouraged to select a spokesperson to express their views.

#### **43. NOTICE OF MOTION**

43.1 Notice of Motions shall be given in writing

- (a) at a Regular Meeting but shall not be debated until the next Regular Meeting or subsequent Regular Meeting specified by the Member introducing the Notice of Motion; or
- (b) delivered to the Clerk at any time prior to 12:00 pm of the last business day

preceding the date of the Regular Meeting at which the Motion is to be introduced.

- 43.2 Where a Member's Notice of Motion has been called by the Presiding Officer at the subsequent Regular Meeting and not proceeded with, it shall be dropped from the Agenda unless Council decides otherwise.
- 43.3 Where Council has determined not to drop a Notice of Motion from the Agenda, and at the second Regular Meeting such Notice of Motion is called by the Mayor and not proceeded with, it shall be deemed to have been withdrawn.

#### **44. MOTIONS**

- 44.1 Every Motion shall be in writing, shall be seconded and shall be read by the Presiding Officer before debate or before being put from the Chair.
- 44.2 Where the question under consideration contains separate propositions then, at the request of any Member, any separate matter shall be put separately.
- 44.3 A Recommendation that was voted on in the affirmative at a Committee of the Whole meeting shall be brought forward for consideration at the next Regular Meeting, unless otherwise determined by Council, and shall be voted on without amendment or debate.
- 44.4 After a Motion is read by the Presiding Officer, it shall be deemed to be in the possession of the Council, but may be withdrawn at any time before decision or amendment.

#### **45. PRECEDENCE**

- 45.1 When a question is under debate, the only Motions in order shall be:
  - (a) to extend the time of the Meeting;
  - (b) to amend;
  - (c) to lay on the table;
  - (d) to postpone to a certain time and day;
  - (e) to move the previous question.

These five (5) Motions shall have precedence in the order in which they are listed.

- 45.2 On a Motion to postpone to a certain time and day, only the question of time and day so mentioned is open to debate, after an explanation by the mover of the Motion.
- 45.3 A Motion to refer for a report shall name the City Manager who shall determine the necessary staffing requirements and timelines for submission of a report back to Council.

## **PART 6 - BY-LAWS & CORRESPONDENCE**

### **46. BY-LAWS**

- 46.1 No by-law shall be presented to Council unless the subject matter thereof has been considered and approved by Council or a Committee to which Council has been delegated authority.
- 46.2 Every by-law shall be introduced upon a motion by a Member, and any number of by-laws may be introduced together in one motion, but Council shall, at the request of a Member, deal separately with any by-law.
- 46.3 The Clerk shall be authorized to make minor corrections to a by-law that are immaterial in nature and which do not alter the intent of the by-law.
- 46.4 A By-law shall be passed by being given three readings.
- 46.5 A By-law shall be given each reading by reference to its by-law number in the same resolution in which all by-laws are being considered.
- 46.6 At the request of any member of Council, the reading of any by-law shall be deleted from a consolidated Motion and dealt with by separate Motion.
- 46.7 A By-law shall be deemed to have been read upon the number, title or heading being read or taken as read, unless a member requires the by-law or any portion thereof to be read in full.
- 46.8 The minutes of the meeting shall reflect both the number and the title of the by-law, notwithstanding that the Motion refers only to the number of the by-law.

### **47. RECORDS**

- 47.1 The Clerk shall endorse on every by-law the dates of the three readings thereof.
- 47.2 Every by-law passed by Council shall be numbered, sealed with the corporate seal, signed by the Mayor and the Clerk and the by-law shall be entered in a by-law register to be kept by the Clerk.

### **48. MINUTES**

- 48.1 After the minutes of each Meeting have been approved by the Council, the Minutes shall be immediately signed by the Mayor and Clerk.

### **49. DOCUMENTS**

- 49.1 All original documents, including by-laws, contracts, agreements, deeds, leases, bonds or other securities, addressed to or considered by the Council, shall remain in the custody of the Clerk.

### **50. CORRESPONDENCE**

- 50.1 Every communication to be considered by Council shall be in writing.

- 50.2 All correspondence addressed to “*Mayor and Council*” shall be opened by the Clerk’s Office and date-stamped for the day on which it is received.
- 50.3 The Clerk, at their discretion, shall determine the method of distribution for correspondence addressed to “*Mayor and Council*” by either placing such correspondence in individual Member mail-boxes situated at City Hall, distribution by e-mail or included in the correspondence in the Correspondence/Communications section of the Agenda.
- 50.4 All correspondence referred to appropriate staff shall receive a response within six (6) weeks following its receipt.
- 50.5 Requests for Proclamations shall be distributed in the Correspondence/Communications section of the Agenda with a “***Received for Information***” reference. Any Member may request that a proclamation be prepared and considered by Council at an upcoming Meeting.

## **PART 7 — COMMITTEES**

### **51.AD HOC COMMITTEE**

- 51.1 Ad Hoc Committees may be established by Council, from time to time for consideration of special projects or in response to specific issues requiring immediate or long-term attention.
- 51.2 Prior to the establishment of an Ad Hoc Committee which Council has determined will include members of the public, the Clerk shall place an advertisement in a newspaper inviting members of the public to apply to be a member of the committee.
- 51.3 Each Ad Hoc Committee shall be given a clear mandate and well-defined terms of reference that shall include:
- (a) the mandate;
  - (b) the membership;
  - (c) the composition, including the applicable staff members;
  - (d) the reporting relationships;
  - (e) the staff and other resources to be made available; and
  - (f) a start and finish date.
- 51.4 The Mayor shall be ex-officio, a member of all Ad Hoc Committees of Council and shall be entitled to vote and to make Motions and amendments.
- 51.5 Any Member may attend and participate in meetings of Ad Hoc Committees, but only those appointed by Resolution may vote.

- 51.6 The Ad Hoc Committee shall meet in accordance with the meeting schedule established by the Committee at a location to be determined by the Chair.
- 51.7 The Procedural Rules governing meetings of Council as set out in this By-law shall apply, with necessary modifications, to any meeting of an Ad Hoc Committee.
- 51.8 When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically, unless otherwise directed by Council.
- 51.9 Council may terminate an Ad Hoc Committee at its discretion at any time.

## **52. STANDING COMMITTEE**

- 52.1 A Standing Committee is an advisory body to Council to consider matters on any other matter that Council deems it necessary.
- 52.2 A Sub-Committee is a Committee established by a Standing Committee with a clear mandate that has a beginning and end and reports directly to the creating Standing Committee.
- 52.3 Each Standing Committee shall be given a clear mandate and well-defined terms of reference.
- 52.4 The Procedural Rules governing meetings of Council as set out in this By-law shall apply, with necessary modifications, to any meeting of a Standing Committee.
- 52.5 Council may terminate a Standing Committee at its discretion at any time.

## **PART 8 — GENERAL PROVISIONS**

### **53. SEVERABILITY**

- 53.1 Should any section, subsection, clause, paragraph or provision of this By-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof, other than the provisions so declared to be invalid.

### **54. REPEAL**

- 54.1 By-law No. 2008-160, as amended, is hereby repealed in addition to By-Laws 2009-058, 2009-113, 2010-130, 2011-014, 2014-101, 2015-231, 2020-035, 2021-156, 2022-089.

## **55.ENACTMENT**

55.1 This By-law shall take force and effect upon being passed.

**READ a FIRST and SECOND TIME** this 7<sup>th</sup> day of March, 2023

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Mayor

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Clerk

**READ a THIRD and FINAL TIME and FINALLY PASSED** this X day of XXX, 2023.

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Mayor

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Clerk

SCHEDULE "A" TO  
THE CORPORATION OF THE CITY OF TEMISKAMING SHORES  
BY-LAW NO. 2023-022

**Affirmation of Confidentiality**

I, \_\_\_\_\_, member of the Council of The Corporation of the City of Temiskaming Shores, do hereby affirm that I will not disclose to any person any information or document arising from confidential Council meetings of The Corporation of the City of Temiskaming Shores that come to my knowledge or possession by reason of those meetings, except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

**Confidentiality Agreement**

By signing this document, I agree that:

I will not disclose to any person any information or document communicated to me in a confidential meeting held by the Council of The Corporation of the City of Temiskaming Shores in connection with any matter designated as confidential by the Procedural By-law except as I may be legally required or expressly authorized to do so or except as that information or document has otherwise already been properly made public.

Signed, sealed and delivered at Temiskaming Shores, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Witness

## **Appendix 03 to CS-RFP-005-2025**

The City of Temiskaming Shores  
Accountability and Transparency Policy - By-law No. 2008-077



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

**BY-LAW NO. 2008-077**

**BEING A BY-LAW TO ADOPT AN  
ACCOUNTABILITY AND TRANSPARENCY POLICY  
FOR THE CITY OF TEMISKAMING SHORES.**

**WHEREAS** pursuant to Section 270 (1) 5. of the Municipal Act, S.O. 2001, c.25, as amended, every municipality shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

**AND WHEREAS** the Council of The Corporation of the City of Temiskaming Shores, at its June 3, 2008 Council-in-Committee meeting, reviewed Administrative Report CS-003-2008 regarding a proposed Accountability and Transparency Policy and adopted Recommendation No. 2008-159 directing staff to prepare the necessary by-law to adopt the said proposed policy;

**NOW THEREFORE** the Council of The Corporation of the City of Temiskaming Shores hereby enacts the following as a by-law:

1. That council for the City of Temiskaming Shores adopts an Accountability and Transparency Policy identified as Schedule "A", hereto attached and forming part of this by-law;
2. That the said by-law will come into force and effect on the day of its final passing; and
3. That the Clerk of the City of Temiskaming Shores is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

**READ a FIRST, SECOND and THIRD TIME and FINALLY PASSED** this 17<sup>th</sup> day of June, 2008.

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MAYOR

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CLERK

**SCHEDULE “A” TO  
BY-LAW NO. 2008-077**



**THE CORPORATION OF THE CITY OF TEMISKAMING SHORES**

**POLICY**

**ACCOUNTABILITY AND TRANSPARENCY**

## ACCOUNTABILITY AND TRANSPARENCY POLICY

### 1. PURPOSE

The Municipal Act, 2001 (the Act) requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the City of Temiskaming Shores will try to ensure that its actions are transparent to the public. The purpose of this policy is to provide guidance for the delivery of the municipality's activities and services in accordance with the principles as outlined herein. This policy has been developed in accordance with the *Municipal Act*, to comply with Section 270 (1) 5.

### 2. DEFINITIONS

**ACCOUNTABILITY** - The principle that the municipality will be responsible to the public for decisions made and policies implemented, as well as its actions or inactions.

**TRANSPARENCY** - The principle that the municipality actively encourages and fosters the public's participation and openness in its decision making processes. Additionally, transparency means that the municipality's decision making process is open, clear and visible to the public.

### 3. POLICY STATEMENT

The Corporation of the City of Temiskaming Shores is vitally interested and committed to ensuring an accountable and transparent Corporation. The City of Temiskaming Shores will make every effort to ensure this goal is achieved. The Council of the municipality acknowledges that it is responsible to provide good government for the public in an accountable and transparent manner by:

- Openness and fairness when transacting municipal business;
- Efficient and effective financial management;
- An open, responsive meeting process that ensures that citizens have access to and awareness of the Council/Committee business being discussed by conducting its Council/Committee Meetings and associated business in open session;
- Providing notice of closed meetings in accordance with the *Municipal Act, as amended*;
- Following any legislative mandates approved by the Provincial or Federal Government;
- Providing access to credible information that can be obtained through routine disclosure and in accordance with *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA);

- Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions; and
- Delivering high quality services to our citizens.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders. In addition, wherever possible, the municipality will engage its stakeholders throughout its decision making process which will be open, visible and transparent to the public.

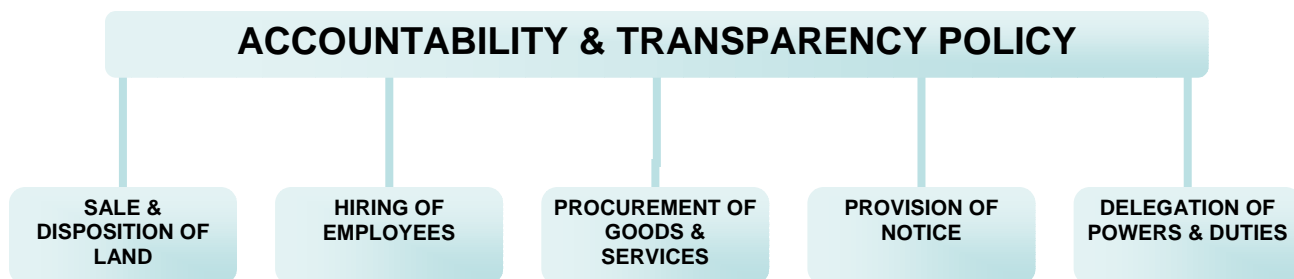
#### 4. THEMES

The guiding themes are:

- Municipal Powers – how decisions are made and implemented and how services are provided.
- Transparency – how outside parties are able to observe the decision-making process.
- Accountability – how Council, Councillors and staff account for their actions and how those actions are explained and justified.

#### 5. ACCOUNTABILITY / TRANSPARENCY POLICY - STRUCTURE

The Accountability and Transparency Policy is like the Umbrella over all the policies. All the other policies currently required under the Act feed into the accountability and transparency framework as illustrated below.



#### 6. POLICY REQUIREMENTS

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the municipality.

### **1) FINANCIAL MATTERS**

The municipality will be open, accountable and transparent to its stakeholders in its financial dealings as required under the Act. The list is a cursory review of the activities and practices that hold the municipality accountable and transparent.

- **EXTERNAL AUDIT**
- **ANNUAL REPORTING / FINANCIAL STATEMENTS**
- **LONG TERM FINANCIAL PLANNING**
- **ASSET MANAGEMENT**
- **OPEN BUDGET PROCESS WITH PUBLIC MEETINGS**
- **OPERATING AND CAPITAL BUDGETS**
- **PROCUREMENT OF GOODS & SERVICES / PURCHASING POLICY**
- **DISPOSAL OF REAL PROPERTY POLICY**
- **DEVELOPMENT CHARGES, FEES / CHARGES BY-LAW**

### **2) INTERNAL GOVERNANCE**

The municipality's administrative practices ensure specific accountability on the part of its employees through the following initiatives:

- **CODE OF CONDUCT FOR MUNICIPAL EMPLOYEES**
- **POLICY REGARDING EMPLOYMENT OF RELATIVES**
- **PERFORMANCE MANAGEMENT / EVALUATIONS**
- **ORIENTATION / CONTINUATION EDUCATION**
- **HEALTH & SAFETY COMMITTEE**
- **COMPENSATION / BENEFITS**
- **RESPONSIBILITY FOR ENSURING THAT ADMINISTRATIVE PRACTICES AND PROCEDURES RECOGNIZE COUNCIL'S COMMITMENT TO ACCOUNTABILITY THROUGH THE CHIEF ADMINISTRATIVE OFFICER'S OFFICE**

### **3) PUBLIC PARTICIPATION AND INFORMATION SHARING**

The municipality ensures that it is open and accountable to its stakeholders through implementing processes outlining how, when and under what rules meetings will take place. The municipality's meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make delegations or comments in writing on specific items at these meetings. In addition, the municipality has adopted policies which ensure that participation by the public can be meaningful and effective, through timely disclosure of information by various means including notice, print, media, municipal website, etc.

Some specific examples include:

- **CODE OF CONDUCT FOR MEMBERS OF COUNCIL**
- **PROCEDURAL BY-LAW**
- **OPEN MEETINGS**
- **ACCESS TO AGENDAS / MINUTES**
- **DELEGATION RULES**
- **COMMUNITY MASTER PLAN**
- **PLANNING PROCESSES** – Notice requirements, including courtesy notices on planning issues beyond minimum requirements
- **NOTICE BY-LAW**
- **PUBLIC CONSULTATION MEASURES**

#### **4) ADDITIONAL ACCOUNTABILITY MEASURES**

Other accountability measures that the Corporation must follow also contribute to ensuring an accountable and transparent Council include:

- **ACCOUNTABILITY & TRANSPARENCY POLICY**
- **OMBUDSMAN / INVESTIGATOR**
- **MUNICIPAL CONFLICT OF INTEREST**
- **MFIPPA (MUNICIPAL FREEDOM OF INFORMATION PROTECTION AND PRIVACY ACT)**
- **ONTARIO MUNICIPAL BOARD INQUIRIES AND OTHER PERFORMANCE OR OUTCOME MEASUREMENTS AND REPORTS**
- **BUILDING CODE ACT**
- **CEMETERIES ACT**
- **PLANNING ACT**
- **FIRE PREVENTION AND PROTECTION ACT**
- **MUNICIPAL ELECTIONS ACT**
- **EMERGENCY MANAGEMENT AND CIVIL PROTECTION ACT**

*While this has been an extensive review, the list should not be viewed as complete. It is only some of the highlights.*