



Accountability and Transparency Committee Meeting Minutes
Thursday, January 28, 2010
1:00 p.m.
Committee Room, Town Hall

Members Present

Councillor D. Beffort
Councillor R. Whitehead
Mayor M. Morrison
Chief Administrative Officer: D. Barnes
Director of Administration/Town Clerk: K. Landry
D. White
B. Duncan

Members Absent

Town Counsel/Director: N. Koltun

Town Staff Present

Municipal Solicitor/Prosecutor: C. Grant

MINUTES

1. **CALL TO ORDER**

The meeting was called to order at 1:12 p.m.

2. **APPROVAL OF AGENDA**

Moved by: B. Duncan

AT-2010-001

That the agenda for the January 28, 2010 Accountability and Transparency Committee Meeting be approved.

Carried.

3. **DISCLOSURE OF PECUNIARY INTEREST** - None

4. **REGULAR BUSINESS**

A. Nomination of Chair and Vice-Chair

Moved by: R. Whitehead

AT-2010-002

That Brenda Duncan be appointed as Chair, and David White as Vice-Chair of the Accountability and Transparency Committee.

Carried.

B. Approval of Proposed Meeting Dates

The following meeting dates were established:

- February 19, 2010 at 1:00 p.m.
- March 1, 2010 at 2:30 p.m.
- March 31, 2010 at 1:00 p.m.

C. Review of Code of Conduct material

Members of the Committee reviewed the material distributed which includes the Code of Conduct policies for both staff and Council from various municipalities.

D. Next Steps

Staff are to:

- Draft a Code of Conduct for Council to be reviewed by the Committee. The draft document is to include the various provisions included in the other municipal policies for review at the next meeting.
- Commence a review of the Code of Conduct policy for staff for review at a future meeting.
- Outline the process of initiating a complaint and the penalties where a breach has occurred.
- Contact AMO and AMCTO to see if they have a sample Code of Conduct Policy.
- Obtain information on the process for retaining an Integrity Commissioner.

5. **ADJOURNMENT**

The meeting adjourned at 2:35 p.m.

6. **NEXT MEETING**

The next meeting will be held on February 19, 2010, at 1:00 p.m. in the Belfountain Room.