

ADMINISTRATIVE
& GOVERNANCE
BY-LAW

2021



Mattagami Region
Conservation Authority

ADMINISTRATIVE & GOVERNANCE BY-LAWS

MATTAGAMI REGION CONSERVATION AUTHORITY

2021

OUR MANDATE

The Mattagami Region Conservation Authority is a community-based environmental protection agency that has been actively involved in the management and protection of our watershed resources for over 50 years. Our goal is to make sure we have a healthy environment in which to work and play both now and in the years to come. As with all provincial Authorities, the Mattagami Region Conservation Authority is based on three fundamental founding principles: local initiative and involvement, a close municipal/provincial partnership, and resource management on a watershed basis.

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POLICY STATEMENT

Mattagami Region Conservation Authority Administrative and Governance By-laws are passed under powers conferred on the Authority by the *Conservation Authorities Act*, as amended by the *Building Better Communities and Conserving Watersheds Act, 2017*, which provides direction for conservation authorities to make such by-laws as are required for its proper administration.

SECTION A—DEFINITIONS

1.0 Definitions

“Authority” shall mean the Mattagami Region Conservation Authority.

“Chair” shall mean the Chairperson as elected by the Board of Directors of the Mattagami Region Conservation Authority.

“Fiscal Year” shall mean the period from January 1 through December 31.

“Majority” shall mean half of the votes plus one.

“Meeting” shall mean any regular or special meeting of board members, or of a committee of the Board, where

- a) A quorum of members is present; and
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Board or committee.

“Members” shall mean the members of the Mattagami Region Conservation Authority Board of Directors, as appointed by the watershed municipality(s).

“Officer” means the Chair and Vice-Chair of the Authority Board of Directors and the General Manager/Secretary-Treasurer.

“Pecuniary Interest” means an interest that has a direct or indirect financial impact or as defined under the Municipal Conflict of Interest Act.

“Private Interest” includes the financial or material interests of a member and the financial or material interests of a member of the member’s immediate family.

“Staff” shall mean employees of the Mattagami Region Conservation Authority.

“Vice-Chair” shall mean the Vice-Chairperson as elected by the Board of Directors of the Mattagami Region Conservation Authority.

SECTION B—GOVERNANCE POLICIES

2.0 Roles and Responsibilities of the Board of Directors

The Mattagami Region Conservation Authority Board is accountable to the public for the successful operation of the Mattagami Region Conservation Authority. In carrying out this task it is imperative that the Board understand its primary responsibilities.

Members are responsible for:

- a) attending all meetings of the Authority;
- b) understanding the purpose, function and responsibilities of the Authority;
- c) being familiar with the Authority's statutory and other legal obligations;
- d) setting strategic direction for the Authority, with the administration.

2.1 Carrying out Mandatory Responsibilities

The Mattagami Region Conservation Authority Board is bound by the *Conservation Authorities Act*.

- Section 20 of the *Conservation Authorities Act* defines the objectives of a Conservation Authority as follows:
“The objects of an authority are to provide, in the area over which it has jurisdiction, programs and services designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.”
- Section 21 of the *Conservation Authorities Act* specifically outlines the powers of a Conservation Authority to accomplish its objectives as the power to:
 - study the watershed and develop an appropriate resource management program;
 - acquire and/or dispose of lands;
 - collaborate and enter into agreements with landowners, governments and organizations;
 - control the flow of surface waters;
 - alter the course of any waterway;
 - develop their lands for recreational purposes; and
 - generally, to do all such acts as are necessary for the due carrying out of any project.

2.2 Functions of the Board of Directors

In addition to the procedures in this by-law and subject to the *Conservation Authorities Act*, the members shall:

- approve the auditor’s statement for the preceding year;

- if applicable, pass a borrowing resolution for a specified amount for the purposes of the Authority and authorizing the appointed signing officers to sign notes as required to implement this borrowing;
- approve a budget for the Authority for the ensuing year;
- approve the levies to be paid by the municipality;
- supervise the activities of any standing committees and accept or reject any of their recommendations;
- receive delegations on behalf of the Authority;
- consider requests for grants or donations from groups outside the Authority;
- decide and recommend policies not covered in these resolutions; and
- update, as required, policies of the Authority.

All members are public officials and thus have the responsibility to be guided by, and adhere to, the rules of conduct, explicit and implied, for all such holders of public office in the Province of Ontario. In addition, all members must adhere to all applicable acts of incorporation. In the case of the Mattagami Region Conservation Authority, members must adhere to the following:

- *The Municipal Conflict of Interest Act;*
- *The Municipal Freedom of Information and Protection of Privacy Act;*
- *Mattagami Region Conservation Authority Administrative and Governance By-laws;*
- *Ontario Regulation 165/06 Development, Interference with Wetlands and Alteration to Shorelines and Watercourses Administrative and Compliance Policies;* and
- Land Use Watershed Planning Policies.

2.3 Ensuring Fiscal Stability of Mattagami Region Conservation Authority

The members must ensure the financial stability of the Mattagami Region Conservation Authority. While the General Manager provides day-to-day leadership in fiscal affairs, the Board of Directors bears the ultimate responsibility for financial soundness. This includes approving an annual budget, receiving and approving reports on financial performance of the Authority on a quarterly basis and ensuring policies are in place for financial soundness.

2.4 Reliance On and Partnership with the General Manager

The members rely on the General Manager to inspire, lead and manage the Authority. The members will forge a strong partnership with the General Manager, working cooperatively to achieve the goals of the Authority. The members regularly evaluate the General Manager, measuring his/her performance against the Authority's strategic plan, if applicable, short and long term objectives, financial and human resources goals of the organization.

2.5 Practicing Effective Human Resource Practices

The members must act as a team and represent the interests of the entire watershed. The members allow the General Manager to manage the organization and its staff. The following guidelines should be followed throughout the organization:

- If a member has questions on a project or report, such questions should be referred through the General Manager for him/her to invite the appropriate staff to explain the project and answer questions.
- If a member would like to volunteer to assist in a project, such action should be taken in consultation with the General Manager to organize the process.
- If a member receives a complaint about a staff person or would like to acknowledge a staff person, such information should go through the General Manager.

With respect to staffing issues, the following outlines the responsibilities of the members and the General Manager:

- The members are solely responsible for the following:
 - recruiting the General Manager;
 - hiring the General Manager;
 - evaluating the General Manager;
 - dismissing the General Manager; and
 - determining the annual salary and pay for performance, if applicable, of the General Manager.
- The members and the General Manager share the following responsibilities in that the recommendation will come from the General Manager and the approval will come from the members:
 - setting key commitments and deliverables for the General Manager;
 - setting, and approving, human resource and personnel policies which will have a dollar impact upon the budget.
- The General Manager is solely responsible for the following:
 - assessing staffing requirements;
 - recruiting, hiring and dismissing staff;
 - providing staff direction;
 - approving staff performance evaluations;
 - implementing approved salary schedules as per the Mattagami Region Conservation Authority Personnel Policy; and
 - designing the organizational structure.

3.0 Duties of Officers

3.1 Chair of the Board

- Oversees board meetings.
- Serves as ex-officio Director of all committees.
- Works in partnership with the General Manager to ensure board resolutions are carried out.
- Assists General Manager in preparing agenda for board meetings where required.
- Calls special meetings if necessary.
- Periodically consults with members on their roles.
- Acts as a public spokesperson for the Authority to facilitate the objectives of the Authority.
- Represents the Authority at such functions as warrant the interest of the Authority except where this responsibility is specifically assigned to some other person.
- Inspires other members with his or her own commitment of support, time and enthusiasm.
- Represents the Authority at Conservation Ontario Council meetings.
- Serves as signing officer for the Authority.
- Performs other duties when directed to do so by resolution of the Authority.
- Keeps the members apprised of significant issues in a timely fashion.

3.2 Vice-Chair of the Board

- Attends all board meetings.
- Carries out special assignments as requested by the Chair of the Board.
- Understands the responsibilities of the Chair of the Board and acts as Chair immediately upon the death, incapacity to act, absence or resignation of the Chair until such time as a new Chair is appointed or until the Chair resumes his/her duties.
- Participates as a vital part of the board leadership.
- Assumes a role in all ad hoc committees.
- Serves as a signing officer for the Authority.
- Keeps the members apprised of significant issues in a timely fashion.
- Acts as an alternate representative of the Authority at Conservation Ontario Council meetings.

3.3 General Manager

- Attends all board meetings.
- Acts as Secretary-Treasurer of the Board in accordance with the *Conservation Authorities Act*.
- Serves as a signing officer for the Authority.

- Keeps the Chair and Vice-Chair apprised of significant issues in a timely fashion.
- Develops and implements both short and long-term strategic plans in accordance with business goals and objectives.
- Tends to the day-to-day requirements, details and management of the Authority.
- Manages staff and programs of the Authority.
- Makes certain that appropriate actions are taken in a timely fashion.
- Works in close collaboration with the Chair and Vice-Chair.
- Implements all board resolutions in a timely fashion.
- Ensures Authority policies and strategic plan are adhered to.
- Manages the financial activities of the Authority.
- Makes recommendations to the members regarding suggested policy changes.
- Acts as public spokesperson for the Authority in the absence of the Chair and Vice-Chair.
- Represents the Authority at Conservation Ontario Council meetings, and any applicable committee and task force meetings.
- Negotiates and enters into contracts with external agencies/partners to carry out the goals of the organization.
- Develops and maintains effective relationships and ensures good communications with the watershed municipality, federal and provincial government ministries/agencies, other Conservation Authorities, Conservation Ontario and community groups and associations.

4.0 Election of Officers

4.1 Acting Chair for Election of Officers

The members shall appoint a person, who is not a voting member, as Acting Chair for the purpose of the election of Officers.

4.2 Appointment of Scrutineers

The appointment of scrutineers is required for the purpose of counting ballots should an election be required. All ballots will be destroyed by the scrutineers afterwards. The appointment of scrutineers requires a mover and seconder by members.

4.3 Election Procedures

The Acting Chair advises that the election will be conducted to appoint members to an executive committee as provided in Section 17 of the *Conservation Authorities Act* as follows:

- a) The elections shall be conducted in the following order:
 - i. Election of the Chair, who shall be a member of the Authority
 - ii. Election of the Vice-Chair, who shall be a member of the Authority.

- b) The Acting Chair shall ask for nominations to each position;
- c) Only current members of the Authority who are present may vote;
- d) Nominations shall be called three (3) times and will only require a mover;
- e) The closing of nominations shall require both a mover and a seconder;
- f) Each member nominated shall be asked to accept the nomination. The member must be present to accept the nomination unless the member has advised the General Manager in writing or by email in advance of the election of their willingness to accept the nomination.

If only one nominee:

- g) If only one nominee the individual shall be declared into the position by acclamation.

If more than one nominee:

- h) In the event of an election, each nominee shall be permitted not more than three (3) minutes to speak for the office, in the order of the alphabetical listing by surname.
- i) Upon the acceptance by nominees to stand for election to the position of office, ballots shall be distributed to the members by the scrutineers for the purpose of election and the Acting Chair shall ask the members to write the name of one individual only on the ballot.
- j) The scrutineers shall collect the ballots, leave the meeting to count the ballots, return and advise the Acting Chair who was elected with more than 50% of the vote.

A majority vote shall be required for election. If there are more than two nominees, and upon the first vote no nominee receives the majority required for election, the name of the person with the least number of votes shall be removed from further consideration for the office and new ballots shall be distributed. In the case of a vote where no nominee receives the majority required for election and where two or more nominees are tied with the least number of votes, a special vote shall be taken to decide which one of such tied nominees' names shall be dropped from the list of names to be voted on in the next vote.

Should there be a tie vote between two remaining candidates, new ballots shall be distributed and a second vote held. Should there still be a tie after the second ballot, a third vote shall be held. Should there be a tie after the third vote, the election of the office shall be decided by lot drawn by the Acting Chair.

SECTION C—ADMINISTRATIVE POLICIES

5.0 Auditor, Solicitor, Banker

The Authority will utilize the same banking and auditor services that are provided to the City of Timmins, in alignment with our use of Financial Services from the City of Timmins, and will also abide by the tendering time frame set out by the City of Timmins for the above mentioned services. The services of a solicitor(s) will be identified on an as needed basis.

6.0 Auditor's Report

The Authority will be presented with the auditor's report within four months following year-end.

The Authority will forward a copy of the auditor's report to the Ministry of the Environment, Conservation and Parks within thirty days of approving the auditor's report.

7.0 Borrowing Resolution

If required, the Authority shall establish a borrowing resolution by March 31 of each year and such resolution shall be in force until it is superseded by another borrowing resolution.

8.0 Levy Notice

The levy due to the Authority from participating municipalities shall be communicated to those municipalities in accordance with the Act and any applicable Regulations.

9.0 Chair and Vice-Chair

In the event of the absence of the Chair and Vice-Chair from any meeting, the members shall appoint an Acting Chair who, for the purposes of that meeting has all the powers and shall perform all the duties of the Chair.

The Chair and Vice-Chair are members on all Authority committees.

The term of office for the Chair is set at a maximum of two consecutive one-year terms as outlined in Section 17 of the *Conservation Authorities Act*.

Where the Chair considers there to be an emergency, the two signing officers of the Authority shall be empowered to act without approval of the Board of Directors as a whole.

10.0 Signing Officers

The two signing officers of the Authority shall be one of the Chair or Vice-Chair and the General Manager.

All deeds, transfers, assignments, contracts, and obligations entered into by the Authority must be signed by the signing officers of the Authority and these signing officers are empowered to sign such documents as are necessary for works approved by the Authority.

11.0 Advisory Board and Committees

In accordance with Section 18(2) of the *Conservation Authorities Act*, the Authority shall establish such advisory boards or committees as required to study and report on specific matters.

The members shall approve the terms of reference for all such advisory boards and committees, which shall include the role, the frequency of meetings and the number of members required.

Resolutions and policies governing the operation of the Authority shall be observed in all advisory board and committee meetings.

Each advisory board or committee shall report to the members, presenting any recommendations made by the advisory board or committee.

The dates of all advisory board and committee meetings shall be made available to all members.

Any advisory board or committee will be comprised of two members plus the Chair and/or the Vice-Chair of the Authority Board of Directors.

The advisory board or committee may invite people to attend meetings as a resource.

Only members of the advisory board or committee entitled to vote on matters coming before the committee.

12.0 Per diems and Expenses

The Authority shall establish a per-diem rate from time to time to be paid to members for attendance at board meetings and advisory board or committee meetings, and at such other business functions as may be from time to time requested by the Chair, through the General Manager. In addition, an honorarium may be approved by the Authority for the Chair as compensation for their additional responsibilities. A single per-diem will be paid for attendance at more than one meeting if they occur consecutively on the same day.

The Authority shall reimburse members' reasonable travel expenses incurred for the purpose of attending meetings and/or functions on behalf of the Authority. Requests for such reimbursements shall be submitted within a timely fashion and shall be consistent with Canada Revenue Agency guidelines.

13.0 Records Retention

The Authority shall keep full and accurate records including, but not limited to:

- Minutes of all meetings of the Authority, including registries of statements of interests in accordance with the *Municipal Conflict of Interest Act*;
- assets, liabilities, receipts and disbursements of the Authority and Financial Statements and Reports of the Auditors;
- human resources files for all employees and members as applicable;
- workplace health and safety documents including workplace inspections, workplace accidents, investigations, etc.;
- electronic communications including emails;
- contracts and agreements entered into by the Authority;
- strategic plans and other documents providing organizational direction;
- projects of the Authority;
- technical studies and data gathered in support of programs of the Authority;
- legal proceedings involving the Authority; and
- incidents of personal injury or property damage involving the Authority and members of the public.

Such records shall be retained and protected in accordance with all applicable laws and the Records Retention Policy of the Authority.

14.0 Records Available to Public

Records of the Authority shall be made available to the public, subject to requirements of the *Municipal Freedom of Information and Protection of Personal Privacy Act (MFIPPA)*.

15.0 By-law Available to Public

The Authority shall make its by-laws available to the public on the Authority's website. By-laws shall also be available for review by any member of the public at the Authority's administration centre or provided in alternative formats, in accordance with the *Accessibility for Ontarians with Disabilities Act*, if requested by interested parties.

16.0 Enforcement of By-laws and Policies

The members shall respect and adhere to all applicable by-laws and policies. The Authority may take reasonable measures to enforce its by-laws and policies, including the enforcement mechanisms under the *Municipal Conflict of Interest Act*.

As a minimum, the procedure should include the following:

- An investigation will be conducted regarding the alleged breach.
- An opportunity will be provided to the affected member to respond to the allegation.
- The findings of the investigation and the affected member's response will be communicated to the Board of Directors in a closed meeting.
- The appointing municipality shall be notified of the outcome of the investigation.

17.0 Indemnification of Members, Officers and Employees

The Authority undertakes and agrees to indemnify and save harmless its members, Officers and employees and their heirs and legal representatives, respectively, from and against all costs, charges and expenses, including all amounts paid to settle an action or satisfy any judgement, reasonably incurred by any such member, Officer or employee in respect of any civil, criminal or administrative action or proceeding to which any such member, Officer or employee is made a party by reason of being a member, Officer or employee of the Authority (except in respect of an action by or on behalf of the Authority to procure a judgment in its favour) if;

- such member, Officer or employee acted honestly, in good faith with a view to the best interests of the Authority and within the scope of such member's, Officer's or employee's duties and responsibilities, and,
- in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty that such member, Officer or employee had reasonable grounds for believing that the conduct was lawful.

18.0 By-law Review

The Authority shall review its by-laws from time to time, and at least every 4 years, to ensure compliance with the *Conservation Authorities Act*, and any other relevant law, and to ensure best management practices in governance are being followed.

19.0 Revocation

Upon approval of the *Mattagami Region Conservation Authority Administrative and Governance By-laws*, all such previous administrative policies and/or procedures shall be revoked.

APPENDIX A—MEETING PROCEDURES

1.0 Quorum

- 1.1 At any meeting of the Authority Board of Directors, a quorum shall consist of a simple majority of the members appointed by the municipality. The following represents the required number of members for a majority:

Members Present and Voting	Simple Majority
5	3
4	3
3	2

- 1.2 If there is no quorum within one half hour after the time appointed for the meeting, the Chair for the meeting shall declare the meeting adjourned due to a lack of a quorum and the General Manager shall record the names of the members present and absent.
- 1.3 Where the number of members, who by reason of the provisions of the *Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50*, are disabled from participating in a meeting, is such that at the meeting the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.
- 1.4 If during the course of a board or committee meeting a quorum is lost, then the Chair shall declare that the meeting shall stand recessed or adjourned, until the date of the next regular meeting or other meeting called in accordance with the provisions of this by-law.

2.0 Meeting Procedures

- 2.1 The Authority will normally conduct its business as a Committee of the Whole and, with the exception of electronic special meetings and a declared state of emergency, all meetings will be held "in person".
- 2.2 The Authority will conduct business in accordance with Robert's Rules of Order.
- 2.3 The Authority will observe the following procedures for discussion/debate on any matter coming before it:
- a) A member will be recognized by the Chair prior to speaking.

- b) Where two or more members rise to speak, the Chair shall designate the member who has the floor, who shall be the member who in the opinion of the Chair was first recognized.
- c) All questions and points of discussion shall be directed through the Chair.
- d) Where a motion is presented, it shall be moved and seconded before debate.
- e) No member shall speak more than once to the same question without leave from the Chair, except in explanation of a material part of the speech and when no new matter is introduced.
- f) No member shall speak more than ten minutes without leave of the Chair.
- g) Any member may ask a question of the previous speaker through the Chair.
- h) The member who has presented a motion, other than a motion to amend or dispose of a motion, may speak again to the motion immediately before the Chair puts the motion to a vote.
- i) When a motion is under debate, no motion shall be received other than a motion to amend, to defer action, to refer the question, to take a vote, to adjourn, or to extend the hour of closing the proceedings.
- j) When a motion is under consideration, only one amendment is permitted at a time.

2.4 Upon a member vacancy due to death, incapacity, resignation or continued absence occurring in any office of the Authority, the Authority will request the municipality which was represented by that member to immediately proceed to appoint a replacement.

2.5 In the event that a member misses three consecutive meetings without due notice, the Authority will advise the member's municipality of the unaccountable absences.

2.6 If a member, unable to be in attendance at any regular scheduled meeting, wishes to bring to the attention of the Board of Directors any additional information or opinion pertaining to an agenda item, the member shall address in writing, to the Chair, such correspondence prior to the start of the meeting. The correspondence shall be read aloud by the General Manager without comment or explanations.

3.0 Annual Meeting

3.1 At the first board meeting of each year, the agenda shall include the election of a Chair and Vice-Chair.

4.0 Duties of the Chair

4.1 It shall be the duty of the Chair, with respect to any meetings over which he/she presides, to:

- a) preserve order and decide all questions of order, subject to appeal; and without argument or comment, state the rule applicable to any point of order if called upon to do so;
- b) ensure that the public in attendance does not in any way interfere or disrupt the proceedings;
- c) ask any individual that is disrupting the proceedings of the members to leave;
- d) adjourn the meeting without question, in the case of grave disorder arising in the meeting room;
- e) receive and submit to a vote all motions presented by the members or committee, as the case may be, which do not contravene the rules and regulations of the Authority;
- f) announce the results of the vote on any motions so presented;
- g) decline to put to a vote motions which infringe upon the rules of procedure, or which are beyond the jurisdiction of the Authority;
- h) enforce on all occasions the observance of order and decorum among the members;
- i) adjourn the meeting when business is concluded;
- j) adjourn the sitting without a question being put or suspend or recess the sitting for a time to be named if considered necessary;
- k) represent and support the Authority Board of Directors, declaring its will and implicitly obeying its decisions in all things; and
- l) perform other duties when directed to do so by resolution of the Authority Board of Directors.

5.0 Conduct of Members

5.1 No member at any meeting shall:

- a) criticize any decision of the Board of Directors or the committee, as the case may be, except for moving, in accordance with the provision of this by-law, that the questions be reconsidered;
- b) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, citizenship, creed, gender, sexual orientation, age, colour, marital status, family status or disability;
- c) leave their seat or make any noise or disturbance while a vote is being taken or until the result is declared;
- d) interrupt a member while speaking, except to raise a point of order or a question of privilege;
- e) speak disrespectfully or use offensive words against the Authority, board members, staff, or any member of the public;
- f) speak beyond the question(s) under debate;

- g) resist the rules or disobey the decision of the Chair on the questions or order or practices or upon the interpretation of the rules of the Authority.
- 5.2 If any member resists or disobeys, they may be ordered by the Chair to leave their seat for the remainder of the meeting. In the case of an apology being made by the offender, they may, by majority vote of the members, be permitted to retake their seat.
- 5.3 No person except members and staff shall be allowed to come to the table during a board meeting without permission of the Chair.
- 5.4 Censorship of an individual member for conduct unbecoming a board member in the fulfillment of their duties will be in accordance with a Motion to Censure.
- 6.0 Freedom of Information**
- 6.1 Members shall be governed at all times by the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
- 6.2 In the instance where a member vacates their position on the Authority Board of Directors, they will continue to be bound by MFIPPA requirements.
- 7.0 Notice of Meeting**
- 7.1 The Chair, or General Manager, shall call regular meetings of the Authority Board of Directors. Notice of regular meetings will be sent out from the Authority office at least five calendar days prior to the meeting date.
- 7.2 No meeting of members shall be held without notice to all members according to Section 7.1 of Appendix A of this by-law.
- 7.3 Notice of any meeting shall indicate the time and place of that meeting and the agenda for the meeting.
- 7.4 All material and correspondence to be dealt with by members at a meeting will be submitted to the General Manager at least seven (7) days in advance of the meeting in question.
- 7.5 Written notice of motion may be given by any board member and shall be forthwith placed on the agenda of the next meeting.
- 7.6 When a quorum is first present after the hour fixed for a meeting, the Chair shall call the meeting to order.

- 7.7 If no quorum is present one-half hour after the time appointed for a meeting, the General Manager shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 7.8 The business of the Authority shall be taken up in the order in which it stands on the agenda unless otherwise decided by the members.
- 7.9 No member shall present any matter for its consideration unless the matter appears on the agenda for the board meeting or leave is granted to present the matter by the affirmative vote of a majority of the members present.
- 7.10 The following matters shall have precedence over the usual order of business:
- a) a point of order
 - b) a matter of privilege
 - c) a matter of clarification
 - d) a motion to suspend a rule of procedure or to request compliance with the rules of procedure
 - e) a motion that the question be put to a vote
 - f) a motion to adjourn
- 7.11 Any member, with 50% support of the other members, may request the Chair to call a meeting of the Board of Directors and the Chair will not refuse.
- 7.12 Notwithstanding Section 7.6 of Appendix A of this by-law, a meeting which has been interrupted through the loss of a quorum may be reconvened without notice provided that the meeting is reconvened on the same day.
- 7.13 The Chair, or the General Manager, may, by notice in writing or email, deliver to the members so as to be received by them at least 12 hours before the hour appointed for the meeting, postpone or cancel any meeting until the next scheduled date for the specific committee affected.
- 7.14 The Chair or the General Manager may, if it appears that a storm or like occurrence will prevent the members from attending a meeting, postpone that meeting by advising as many members as can be reached. Postponement shall not be for any longer than the next regularly scheduled meeting date.
- 8.0 Electronic Meetings and Participation**
- 8.1 Electronic meetings are permitted and must follow Appendix A: Meeting Procedures identified in this by-law.

- 8.2 A member can participate electronically in a meeting that is open or closed to the public and in either case may be counted in determining whether or not a quorum of members is present at any point in time.
- 8.3 Election meetings must permit all participants to communicate adequately with each other during the meeting.
- 8.4 Any vote of the members in an electronic meeting shall be a recorded vote and reflected as such in the minutes of the meeting.
- 8.5 For open electronic meetings, the public must be able to attend the meeting electronically and be able to observe all that the members can hear and see at the meeting.
- 8.6 Discussions held by electronic means, outside of an electronic meeting (e.g., E-mail polls) may be used to provide direction to the General Manager, in special cases to address time-sensitive matters. When the Authority has provided direction via electronic means, the General Manager, or designate, will confirm the direction provided in writing. When the Authority has provided direction via electronic means, the matter will be discussed at the next Authority meeting, and a resolution passed to ratify the decision.

9.0 Special Meetings

- 9.1 The Chair may, at his/her pleasure, call a special meeting of the members on two days' written notice. That notice shall state the business of the special meeting and no new business shall be considered unless permission is granted by two-thirds of the members present.
- 9.2 A special meeting shall require quorum of the members and may be "in person" in accordance with regular procedures governing the Authority, via electronic meeting (Section 8.0 of Appendix A of this by-law) or via electronic mail.
- 9.3 Special meetings shall be subject to the following provisions;
 - a) Notice of a special meeting shall include a formal agenda specifically identifying how the meeting will be held and what matters are to be considered, including which typical items of a board agenda will be deferred to the following regular meeting;
 - b) Special meetings shall not be held as public meetings, however, the minutes of any such meeting shall be treated as minutes of a regular meeting of the Authority Board of Directors;
 - c) Any vote of the members in a special meeting shall be a recorded vote and reflected as such in the minutes of the meeting;

- d) Where the special meeting is to be held via electronic mail, members shall be given reasonable opportunity for discussion prior to a vote being called on an item. Each member shall then have twelve (12) hours to vote on the matter (unless all members have responded earlier) after which the matter shall be deemed decided.

10.0 Meetings Open to Public

- 10.1 All board meetings shall be open to the public. A meeting or part of a meeting may be closed to the public if the subject matter being considered is identified in the closed meeting section of the agenda and the subject matter meets the criteria for a closed meeting as defined in Section 16.0 of Appendix A in this by-law.

11.0 Agenda for Meetings

- 11.1 Authority staff, under the supervision of the General Manager, shall prepare a board meeting agenda for the use of members at all regular meetings. The agenda may include, but not necessarily be limited to, the following headings:

- 1) Approval of Agenda
- 2) Declaration of Pecuniary or Conflict of Interest
- 3) Approval of Minutes of Previous Meeting
- 4) Presentation of written reports (where applicable), including Report from General Manager
- 5) Verbal Reports (where applicable)
- 6) Correspondence (where applicable)
- 7) New Business (where applicable)
- 8) Reports and Updates from Members (where applicable)
- 9) Notice of Next Meeting
- 10) Adjournment

- 11.2 The agenda for special meetings of the Authority shall be prepared as directed by the Chair.

12.0 Conflict of Interest

- 12.1 A conflict of interest refers to a situation in which the private interests or personal considerations of the member could compromise, or could reasonably appear to compromise, the member's judgment in acting objectively and in the best interest of the Authority.

A conflict of interest also includes using a member's position or confidential information for private gain or advancement or the expectation of private gain or advancement

(e.g., direct or indirect financial interest in a matter, a contract or proposed contract with the Authority). A conflict may occur when an interest benefits any member of the member's family (spouse, partner, children, parents or siblings), friends or business associates.

A conflict of interest includes engagement of members in private employment or rendering services for any person or corporation where such employment of services are considered a conflict of interest as defined by the Province of Ontario conflict of interest legislation.

- 12.2 Members shall refrain from placing themselves in conflict of interest situations.
- 12.3 A member must resign from the Authority if he or she is or becomes involved in private employment or rendering services considered to be a conflict of interest.
- 12.4 A member who has reasonable grounds to believe that he or she may have a conflict of interest or that there may be an appearance of a conflict of interest, in respect of a matter that is before the committee shall:
 - a) Disclose orally the actual, potential or perceived conflict of interest at the beginning of the committee meeting or as soon as possible; and
 - b) Excuse him or herself from the committee meeting while the matter is under consideration. If the member is participating via telephone or other electronic means, the Chair shall ensure that the member is not able to listen to or participate in the discussion of the matter.
- 12.5 A member who has disclosed an actual, potential or perceived conflict of interest to the Chair or the committee, as the case may be, shall refrain from voting or participating in the consideration of the matter, or from commenting on, discussing or attempting to exert his or her personal influence on another member with respect to the matter.
- 12.6 The minutes of the meeting shall reflect the disclosure of the actual, potential or perceived conflict of interest and whether the member withdrew from the discussion of the matter.
- 12.7 If it is not entirely clear whether or not an actual, potential or perceived conflict of interest exists, then the member with the potential conflict of interest shall disclose the circumstances to the Chair.
- 12.8 The Chair will determine if there is a conflict of interest or if the member's conduct has violated this by-law, in a timely fashion, dependent on the complexity of the situations and will communicate his or her decision directly to the member.

12.9 A member who has concerns about the conduct of another member regarding compliance with this by-law should raise those concerns with the Chair. The Chair will follow essentially the same process for addressing complaints as for dealing with declared conflicts of interest with modifications to suit the difference circumstances.

13.0 Disclosure of Pecuniary Interest

13.1 Where a member, either on his own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a board or committee meeting at which the matter is the subject of consideration, the member shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- b) not take part in the discussion of, or vote on any question in respect of the matter; and
- c) not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

13.2 Where a meeting is not open to the public, in addition to complying with the requirements, the member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration.

13.3 Where the interest of a member has not been disclosed by reason of their absence from the particular meeting, the member shall disclose their interest and otherwise comply at the first board or committee meeting, as the case may be, attended by them after the particular meeting.

13.4 The General Manager shall record in reasonable detail the particulars of any disclosure of pecuniary interest made by members, and any such record shall appear in the minutes/notes of that particular meeting.

14.0 Notice of Motion

14.1 Except as otherwise provided in this by-law, a notice of motion to be made at a meeting shall be given in writing and shall be delivered to the General Manager not less than seven (7) business days prior to the date and time of the meeting, to be included in the agenda for the meeting at which the motion is to be introduced.

14.2 The General Manager shall include such notice of motion in full in the agenda for the meeting concerned.

- 14.3 Reports of committees included in the board meeting agenda shall constitute notice of motion with respect to any matter contained in such reports and recommended by any such committee for adoption by the members.
- 14.4 Staff reports in the board meeting agenda not having been considered by any committee for adoption, shall constitute notice of motion for the purposes of any motion brought to the members with respect thereto.
- 14.5 Notwithstanding the foregoing, any motion or other business may be introduced for consideration of the members provided that it is made clear that to delay such motion or other business for the consideration of an appropriate standing committee would not be in the best interest of the Authority and that the introduction of the motion or other business shall be upon an affirmative vote of two-thirds of the members present.

15.0 Delegations

- 15.1 Any person or organization desiring an opportunity to address the Authority may make a request in writing to the General Manager fourteen (14) days in advance of a scheduled meeting if such request is to be included in the agenda of that meeting. The request should comprise a brief statement of the issue, or matter, involved and indicate the name of the proposed speaker.
- 15.2 Any person or organization requesting an opportunity to address the Authority but not having made a written request to do so in accordance with Section 15.1 of Appendix A of this by-law may appear before a meeting of the Board of Directors but will be heard only if approved by a ruling of two-thirds of the members of the meeting.
- 15.3 No delegation, whether or not listed on the agenda, shall be heard without a ruling by the Chair of the meeting giving leave, but such ruling may be immediately appealed by a proper motion, and the ruling of the meeting shall govern.
- 15.4 Notwithstanding Section 15.2 of Appendix A of this by-law, a representative of a council of a member municipality of the Authority, duly authorized by resolution of such council, shall be heard as of right, and further any member of the Authority shall be heard as of right.
- 15.5 Except by leave of the Chair or appeal by the leave of the meeting, delegations shall be limited to one (1) speaker for not more than ten (10) minutes.

16.0 Meetings with Closed Sessions

- 16.1 A meeting or a part of a meeting may be closed to the public if the subject matter being considered relates to:

- a) the security of the property of the Authority;
 - b) personal matters about an identifiable individual including Authority employees;
 - c) a proposed or pending acquisition of land;
 - d) labour relations or employee negotiations;
 - e) litigation or potential litigation including matters before administrative tribunals affecting the Authority;
 - f) the receiving of advice that is subject to solicitor-client privilege.
- 16.2 A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.
- 16.3 Before holding a meeting or part of a meeting that is to be closed to the public, the members shall state by resolution during the open session of the meeting that there will be a meeting closed to the public and the general nature of the matter to be considered at the closed meeting.
- 16.4 No vote shall be taken and no written record shall be kept in a closed meeting unless it is for giving directions or instructions to officers, employees or agents of the Authority or persons retained under contract with the Authority.
- 16.5 Any materials presented to members during a closed meeting will be returned to the General Manager prior to departing from the meeting.
- 17.0 Vote**
- 17.1 On a tie vote, the motion is lost, and the Chair, if a member of the assembly, may vote to make it a tie unless the vote is by ballot. The Chair cannot, however, vote twice, first to make a tie and then give the casting vote.
- 17.2 A majority vote of the members present at any meeting is required upon all matters coming before the meeting.
- 17.3 Interrelated motions shall be voted on in the following order:
- a) motions to refer the matter, and
 - b) if no motion under clause (a) is carried, the order for voting on the remaining motions shall be:
 - i. amending motion,
 - ii. the original motion.
- 17.4 Unless a member requests a recorded vote, a vote shall be by a show of hands or such other means as the Chair may call.

- 17.5 Before a vote is taken, any member may require a recorded vote and it shall be taken by alphabetical surname with the Chair voting last. On a recorded vote, each member will answer “yes” or “no” to the question, or will answer “abstain” if the said member does not wish to vote. If any member abstains from voting, they shall be deemed to have voted in opposition to the question, and where the vote is a recorded vote, their vote shall be recorded accordingly in the meeting minutes.
- 17.6 Where a question under consideration contains more than one item, upon the request of any member, a vote upon each item shall be taken separately.
- 17.7 Voting carried out by any means other than "in person" is permitted only if the votes may be verified as having been made by the members entitled to vote.
- 17.8 Where any member is acting in the place and stead of the Chair, such member shall have and may exercise all the rights and powers of the Chair while so acting.

18.0 Minutes

- 18.1 The General Manager shall undertake to have a recording secretary, if available, in attendance at meetings. The recording secretary will make a record in the form of minutes of the meeting proceedings and in particular shall record all motions considered at the meeting.
- 18.2 For matters dealt with in closed session, the General Manager will take notes of any direction provided, for endorsement by the Chair and Vice-Chair.
- 18.3 Minutes of all meetings shall include the time and place of the meeting and a list of those present and shall state all motions presented together with the mover and seconder.
- 18.4 The General Manager shall send out the minutes of any meeting to each member within one (1) week following the meeting.

19.0 Declared State of Emergency

- 19.1 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors or advisory board from meeting in person, a member may participate in meetings electronically and shall have the ability to:
- a) register a vote;
 - b) be counted towards determining quorum; and
 - c) participate in meetings closed to the public.

- 19.2 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors or advisory board from meeting in person, any date or timeline requirement established under any Section in this by-law shall be postponed until such time as the Board of Directors can reasonably address the issue.
- 19.3 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, the Authority shall implement best practices to make meetings of the Authority open to the public in accordance with Subsection 15(3) of the Act. Where possible, the Authority will provide for alternative means for the public to participate in meetings electronically.
- 19.4 During any period where an emergency has been declared to exist, in all or part of an area over which the Authority has jurisdiction, under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, that may prevent the Board of Directors from meeting in person, any hearing or appeal dealt with in this by-law may be conducted electronically with provisions for applicants and their agents to participate if the Authority decides to hold any such hearing or appeal.

APPENDIX B—COMMON MOTIONS

1.0 Motion to Adjourn

1.1 A Motion to Adjourn:

- a) is always in order except as provided by this by-law;
- b) is not debatable;
- c) is not amendable;
- d) is not in order when a member is speaking or during the verification of the vote;
- e) is not in order immediately following the affirmative resolution of a motion to close debate; and
- f) when resulting in the negative, cannot be made again until after some intermediate proceedings have been completed by the members.

1.2 A motion to adjourn without qualification, if carried, brings a meeting to an end.

1.3 A motion to adjourn to a specific time, or to reconvene upon the happening of a specified event, suspends a meeting to continue at such time.

2.0 Motion to Amend

2.1 A motion to amend:

- a) is debatable;
- b) is amendable;
- c) shall be relevant and not contrary to the principle of the report or motion under consideration; and
- d) may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter or the question.

2.2 Only one motion to amend an amendment to the question shall be allowed at one time and any further amendment must be to the main question.

2.3 Notwithstanding anything herein to the contrary, no motion to amend the motion to adopt any report of the Committee of the Whole shall be permitted.

3.0 Motion to Censure

3.1 The Mattagami Region Conservation Authority Board of Directors may call for a motion to censure an individual member for conduct unbecoming a board member in the fulfillment of their Authority duties. This will require a seconder and a two-thirds vote of members present at the board meeting to pass. The motion to censure must be dealt with immediately and once the motion is approved, the appointing municipality will be advised, in writing, by the Chair of the Board of Directors.

4.0 Motion to Close Debate (Previous Question)

4.1 A motion to close debate:

- a) is not debatable;
- b) is not amendable;
- c) cannot be moved with respect to the main motion when there is an amendment under consideration;
- d) should be moved by a member who has not already debated the question;
- e) can only be moved in the following words: "I move to close debate";
- f) requires a majority of members present for passage; and
- g) when resolved in the affirmative, the question is to be put forward without debate or amendment.

5.0 Motion to Postpone Definitely

5.1 A motion to postpone definitely:

- a) is debatable, but only as to whether a matter should be postponed and to what time;
- b) is amendable as to time;
- c) requires a majority of members present to pass; and
- d) shall have precedence over the motions to refer, to amend, and to postpone indefinitely.

6.0 Motion to Postpone Indefinitely

6.1 A motion to postpone indefinitely:

- a) is not amendable;
- b) is debatable, and debate may go into the merits of the main question, which effectively kills a motion and avoids a direct vote on the question;
- c) requires a majority vote; and
- d) shall have precedence over no other motion.

7.0 Motion to Reconsider

7.1 A motion to reconsider, under this by-law:

- a) is debatable;
- b) is not amendable; and
- c) requires a majority vote, regardless of the vote necessary to adopt the motion to be reconsidered.

7.2 After any question, except one of indefinite postponement, has been decided by the members, any member who was present and who voted in the majority may, at a subsequent meeting of the members, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

7.3 After any question, except one of indefinite postponement, has been decided by the committee, but before a decision thereon by the members, any member who was present at the committee meeting concerned and who voted in the majority, may, at a subsequent meeting of the committee, provided the members still have made no decision thereon, move for the reconsideration thereof, provided due notice of such intention is given as required by this by-law, but no discussion of the main question by any person shall be allowed unless the motion to reconsider has first been adopted.

7.4 No question upon which a notice of reconsideration has been accepted shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered.

7.5 If a motion to reconsider is decided in the affirmative, reconsideration shall become the next order of business and debate on the question to be reconsidered shall proceed as though it had never previously been considered.

8.0 Motion to Refer (to Committee)

8.1 A motion to refer:

- a) is debatable;
- b) is amendable; and
- c) shall take precedence over all amendments of the main question and any motion to postpone indefinitely, to postpone definitely or to table the question.

9.0 Motion to Suspend the Rules (Waive the Rules)

9.1 A motion to suspend the rules:

- a) is not debatable;
- b) is not amendable; and
- c) requires a majority to carry;
- d) takes precedence over any motion if it is for a purpose connected with that motion and yields to a motion to table.

10.0 Motion to Table

10.1 A motion to table:

- a) is not debatable;
- b) is not amendable.

10.2 A motion to table a matter with some condition, opinion or qualification added to the motion shall be deemed to be a motion to postpone.

10.3 The matter tabled shall not be considered again by the members until a motion has been made to take up the tabled matter at the same time or subsequent meeting of the members.

10.4 A motion to take up a tabled matter is not subject to debate or amendment.

10.5 A motion that has been tabled at a previous meeting cannot be lifted off the table unless notice thereof is given in accordance with Section 14 of Appendix A of this by-law.

10.6 A motion that has been tabled and not taken from the table for six (6) months shall be deemed to be withdrawn and cannot be taken from the table.

11.0 Point of Order

The Chair shall decide points of order. When a member wishes to raise a point of order, the member shall ask leave of the Chair and after leave is granted, the member shall state the point of order to the Chair, after which the Chair shall decide on the point of order. Thereafter, the member shall only address the Chair for the purpose of appealing the decision to the members. If the member does not appeal, the decision of the Chair shall be final. If the member appeals to the Board of Directors, or the committee as the case may be, the Board of Directors or the committee shall decide the question without debate and the decision shall be final.

12.0 Point of Personal Privilege

When a member considers that his integrity or the integrity of the Authority has been impugned, the member may, as a matter of personal privilege and with the leave of the Chair, draw the attention of the Board of Directors to the matter by way of a point of personal privilege. When a point of personal privilege is raised, it shall be considered and decided by the Chair immediately. The decision of the Chair on a point of privilege may be appealed to the Board of Directors.

APPENDIX C—CODE OF CONDUCT

Preamble

Since its inception in 1961, the Mattagami Region Conservation Authority has demanded a high level of integrity and ethical conduct from its members. The Authority's exemplary reputation has relied upon the good judgment of individual members. While tacit understandings have served well for many years, a written Code of Conduct helps to ensure that all members share a common basis for acceptable conduct. Formalized standards help to provide a useful reference guide and a supplement to the legislative parameters within which members must operate. Further, they enhance public confidence that members operate from a base of integrity, justice and courtesy.

The Code of Conduct is a general standard. It augments the laws which govern the behaviour of members, and it is not intended to replace personal ethics.

1.0 General

All members shall serve in a conscientious and diligent manner. No member shall use the influence of office for any purpose other than for the exercise of his/her official duties.

2.0 Gifts and Benefits

Members shall not accept fees, gifts or personal benefits that are connected directly or indirectly with the performance of duties, except compensation authorized by law.

3.0 Confidentiality

All information, documentation or deliberations received, reviewed, or taken in closed session of the Board of Directors and its committees are confidential.

Members shall not disclose or release by any means to any member of the public, either in verbal or written form, any confidential information acquired by virtue of their office, except when required by law to do so.

Members shall not permit any persons other than those who are entitled thereto to have access to information which is confidential.

Particular care should be exercised in releasing information such as the following:

- personnel matters;
- information about suppliers provided for evaluation which might be useful to other suppliers;
- matters relating to the legal affairs of the Authority;

- sources of complaints where the identity of the complainant is given in confidence;
- items under negotiation;
- schedules of prices in contract tenders;
- information deemed to be “personal information” under the *Municipal Freedom of Information and Protection of Privacy Act*.

The list above is provided for example and is not exclusive.

4.0 Use of Authority Property

No member shall use, for personal purposes, any Authority property, equipment, supplies, or services of consequence other than for purposes connected with the discharge of Authority duties or associated community activities of which the Authority has been advised.

5.0 Work of a Political Nature

No member shall use Authority facilities, services or property for his or her re-election campaign. No member shall use the services of Authority employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the Authority.

6.0 Conduct at Authority Meetings

During meetings, members shall conduct themselves with decorum. Respect for delegations and for fellow members requires that all members show courtesy and not distract from the business of the Authority during presentations and when other members have the floor.

7.0 Influence on Staff

Members shall be respectful of the fact that staff work for the whole corporation and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any individual member or faction.

8.0 Business Relations

No member shall borrow money from any person who regularly does business with the Authority unless such person is an institution or company whose shares are publicly traded and who is regularly in the business of lending money.

No member shall act as a paid agent before the Authority or a committee of the Authority, except in compliance with the terms of the *Municipal Conflict of Interest Act*.

9.0 Encouragement of Respect for Corporation and its By-Laws

Members shall represent the Authority in a respectful way and encourage public respect for the Authority and its by-laws.

10.0 Harassment

Harassment of another member, staff or any member of the public is misconduct. It is the policy of the Mattagami Region Conservation Authority that all persons be treated fairly in the workplace in an environment free of discrimination and of personal and sexual harassment.

Harassment may be defined as any behaviour by any person including a co-worker that is directed at or is offensive to another person on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, marital status or family status and any other prohibited grounds under the provisions of the *Ontario Human Rights Code*.

11.0 Breach of Code of Conduct

Should a member breach the Code of Conduct, they shall advise the Chair and Vice- Chair, with a copy to the General Manager, as soon as possible after the breach.

Should a member allege that another member has breached the Code of Conduct, the said breach shall be communicated to the Chair, with a copy to the General Manager, in writing. In the absence of the Chair, or if a member alleges that the Chair has breached the Code of Conduct, the said breach shall be communicated the Vice-Chair, with a copy to the General Manager, in writing.

Should a member of the public or a municipality allege that a member has breached the Code of Conduct, the party making the allegation will be directed to follow the notification procedure outlined above.

Any breach, or alleged breach, of the Code of Conduct shall be investigated in accordance with the Section 16.0 Enforcement of By-laws and Policies procedure outlined in this by-law.

12.0 Interpretation

Members seeking clarification of any part of this Appendix should consult with the Municipal Clerk or Corporate Council of the municipality that appointed the respective member.

PREVIOUS AMENDMENTS

Revision	Date (YYYY/MM/DD)	Description of Changes	Adopted by Authority Board of Directors Resolution #
0	2017/07/19	Complete revision of Mattagami Region Conservation Authority Administrative Regulations (last revised January 15, 2008)	2017-1312
1	2019/05/29	Amendments to: Section 10.0 Signing Officers Section 12.0 Per Diems Section 13.0 Records Retention Section 14.0 Records Available to Public Section 15.0 By-law Available to Public Section 16.0 Indemnification of Members, Officers and Employees Appendix A: 2.0 Annual Meeting Appendix A: 6.0 Notice of Meeting	2019-1380
2	2020/03/31	Amendment to: Section F-10 Notice of Meeting	2020-1417
3	2021/06/01	Amendments to: 1.0 Definitions 2.0 Roles and Responsibilities of the Board of Directors 4.0 Election of Officers 7.0 Borrowing Resolution 8.0 Levy Notice 11.0 Advisory Boards and Committees 16.0 Enforcement of Bylaws and Policies 18.0 By-law Review Appendix A: 7.0 Notice of Meeting Appendix A: 8.0 Electronic Meetings and Participation Appendix A: 9.0 Special Meetings Appendix A: 10.0 Meetings Open to Public Appendix A: 19.0 Declared State of Emergency Appendix C: 11.0 Breach of Code of Conduct	2021-1501