

TO Live Board of Management

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Outline

1. Role of the Integrity Commissioner (IC)
2. Your role as public office holders
3. The standards of conduct
4. Scenarios
5. Tips and Questions

Role of the Integrity Commissioner

- The IC is independent from City Council and from City administration
- One of four Accountability Officers
- Duties:
 - Confidential, binding advice to individual members of Council and local boards about compliance with the Code of Conduct and the *Municipal Conflict of Interest Act*
 - Education and outreach to all entities within jurisdiction
 - Policy advice to City Council as a whole and local boards
 - Investigations into allegations about contraventions.

Board of Directors of Civic Theatres Toronto consideration on June 30, 2016

CT9.1	ACTION	Amended		
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Civic Theatres Toronto Complimentary Tickets Policy

Board Decision

The Board of Directors of Civic Theatres Toronto:

1. Adopted the Complimentary Tickets Policy in Attachment 1 to the report (June 2, 2016) from the General Manager, Economic Development and Culture, as amended by the following:

a. inserting a new subsection under the Requirement on Complimentary Tickets:

"In exceptional circumstances, including for examples of ensuring full capacity for a show at one of the Civic Theatres Toronto venues, the General Managers may provide more than two complimentary tickets per Board member."; and

b. deleting the words "shall attend shows" and inserting the words "are encouraged to attend shows" such that the fifth subsection under the Requirements on Complimentary Tickets reads:

"To ensure that Board Members experience a diverse number of shows and venues, Board Members are encouraged to attend shows at different Civic Theatres Toronto venues."

Origin

(June 13, 2016) Letter from the Secretary, Policies and Priorities Committee

Summary

The Policies and Priorities Committee on June 10, 2016, considered Item 1.1 - Civic Theatres Toronto Complimentary Tickets Policy.

Your Role as a Public Office Holder

- The TO Live Board is a local board (restricted definition).
- Board members are public office holders.
- Board members have duties and accountabilities to the Board of Management and to Council.
- Council and the public expect board members to adhere to high standards of conduct:
 - Board members must act in accordance with standards of conduct for public office, not private business. Prioritize the public interest.
 - Board members must concern themselves with promoting trust and confidence in the Board – a proactive action.
 - It is no longer sufficient in 2019 for public office holders to merely follow the rules.

Sources of the Standards of Conduct for Board Members

- Code of Conduct
 - Approved by Council, applicable to all appointees of all local boards (restricted definition)
- *Municipal Conflict of Interest Act* (MCIA)
 - Provincial legislation applicable to all municipal boards in Ontario
- Local Board and City policies
 - Code requires that members observe the terms of policies and procedures established by the local board or City Council

Preamble and Principles

- “The public is entitled to expect the highest standards of conduct from members of Council and the citizen members” appointed to local boards by Council to act on its behalf
- Principles:
 - Members must serve and be seen to serve in a conscientious and diligent manner
 - Perform functions with integrity and avoid improper use of influence, conflicts of interest, apparent and real
 - Arrange private affairs in a manner that promotes public confidence and will bear close public scrutiny
 - Uphold both the letter and spirit of the law

Code of Conduct Duties

- **Article IV:** Members cannot accept gifts or benefits connected directly or indirectly with duties unless an exception applies.
- **Article V:** Members must preserve confidential information and refrain from disclosing or using confidential information for personal or private gain.
- **Articles VI and VII:** Members must ensure proper use of board and City property, services and resources.
 - Members cannot use Board resources for personal or business-related purposes or to support candidates in any election campaign.

Code of Conduct Duties

- **Article VIII:** Members must use the influence of their office only for the exercise of official duties.
 - Not to advance personal or private interests (employment, contracts, friendships, business associates).
- **Article IX:** Members must not directly provide paid goods or services to the Board.
- **Article X:** Members cannot allow the prospect of their future employment to detrimentally affect the performance of their duties.
- **Article X.1:** Members cannot serve on other agencies or boards if the other agency or board's interests are in conflict with the Board.

Code of Conduct Duties

- [Articles XI, XII and XIV](#): Members must treat staff, each other and stakeholders with respect and act with decorum.
 - Members must not engage in abuse, bullying, intimidation.
 - Ensure a culture of open dialogue.
- [Article XIII](#): Members must not engage knowingly in communications with lobbyists who are not registered on the Toronto Lobbyist Registry.
- [Article XV](#): Members must adhere to board and City policies.

Municipal Conflict of Interest Act

- Members cannot participate in votes or any actions leading to a vote for any matter for which a member (and/or their parent, child or spouse) has a direct or indirect pecuniary interest. (section 5) These interests must be disclosed verbally and in writing. (section 5.1)
 - The written declarations must be maintained in a registry and available to the public.
- Members cannot attempt to influence City or Board staff decisions about any matter for which a member (and/or their parent, child or spouse) has a direct or indirect pecuniary interest. (section 5.2)
- Practical tips:
 - Be aware that the MCIA is technical, requires interpretation.
 - Be prepared. Anticipate. Review agendas. Seek advice from the Integrity Commissioner about potential interests and strategies to detect and deal with them properly.
 - See Guidance issued by the Integrity Commissioner and use form and tip sheet provided by City Clerk.

Resources

Identifying and Declaring Pecuniary Interests at Meetings

Purpose and Scope of the Bulletin

1. The purpose of this Interpretation Bulletin is to assist members of Council and local boards (restricted definition) (referred to as "a member" or "members" in this Bulletin) to understand their duty to identify, recuse themselves from and disclose pecuniary (or financial) interests.
2. This Bulletin provides guidance about members' obligations set out in sections 5 and 5.1 of the *Municipal Conflict of Interest Act* ("MCIA" or "Act").
3. This Bulletin does not address members' other duties under section 5.2 of the MCIA which prohibits members from using their office to attempt to in any way influence any decision or recommendation in matters in which they have a pecuniary interest, or the applicable code of conduct.
4. Members should seek confidential advice from the Integrity Commissioner to address their specific interests and concerns, as they arise. The Act indicates that when reviewing MCIA complaints, a Court may consider whether the member sought and followed the advice of an Integrity Commissioner.

Disclosure and Recusal Obligations

5. When a matter comes before a meeting of Council or the board for which a member and/or his or her parent, child, or spouse, has a pecuniary interest, either directly or indirectly, the MCIA requires that the member:
 - a. verbally disclose the pecuniary interest prior to any consideration of the matter at the meeting;
 - b. not take part in the discussion of, or vote on any question with respect to, that matter;
 - c. if the meeting is not open to the public, the member must immediately leave the meeting or the part of the meeting during which the matter is under consideration;

Guidelines for Making a Declaration of Interest

1. Plan ahead

- Review agenda materials in advance to identify items in which you have a direct or indirect pecuniary interest.
- Allow enough time to seek the advice of your own counsel or the Integrity Commissioner if you are unsure.
 - The Clerk, secretary, or solicitor for the City or board cannot give you this advice.
 - Exception:** The Integrity Commissioner does not have authority for members of the library board, police services board or board of health.
- Prepare your written declaration in advance. Use the form provided if available to ensure all of the required information is collected.

2. Make Your Declaration in the Meeting

- If you prepare your written declaration in advance, you can read from it to make your verbal declaration at the appropriate time in the meeting.
- If you make your verbal declaration before preparing a written declaration, be sure to complete the written declaration and hand it to the clerk/secretary before you leave the meeting.
 - If you board is supported by the City Clerk's Office, the secretary will be able to provide a blank form.

3. How is it recorded?

- Your declaration is recorded in the minutes of the meeting at which you make the declaration.
 - For those bodies where agendas and minutes are posted by the City Clerk to toronto.ca/council, your written declaration will be attached to the minutes for viewing online.
- In addition, the City or board is required to maintain a public register of declared interests.
 - The City Clerk makes the registry available online at toronto.ca/council for bodies the City Clerk supports.
 - For other boards, check with the secretary for information about the register.

4. If you leave the meeting without completing the written declaration

- Complete and submit the written declaration to the Clerk/secretary as soon as possible after the meeting for processing.

Member's Name	
Meeting Date	Name of Committee or Board
Item Number	Agenda Item Title

I declare a direct or indirect pecuniary interest in the agenda item noted above in accordance with section 5 of the Municipal Conflict of Interest Act.

The nature of my interest is as follows:

Declaration Date	Signature of Member
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Clerk/Secretary Use Only:

Received (Date and Time)	Received by
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Scenarios

- You are invited to dinner by a Board vendor to talk about the work of the Board.
- You may wish to apply through an RFP or other competitive process to be a vendor to the Board.
- You work for a company that is a current vendor to the Board.
- You are considering running for elected office.
- You are asked to speak on behalf of the Board.

Objectives and Tips

- Objective of the Code of Conduct:
 - Protect the reputation and integrity of the City of Toronto.
 - Protect the reputation and integrity of TO Live itself and the Board.
 - Increase trust in Toronto's local government.
- Practical tips
 - Remember, it's not personal. Our actions, regardless of our intentions, will impact how members, the public and City Council think about To Live.
 - Help each other. Engage in respectful discussions about the Code of Conduct.
 - Sometimes the best advice is to seek advice.

Thank you

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