



<b>Title: Appointment of Regional Council Members to Governance Positions of Professional Associations</b>		
<b>Policy #: CS-APP-1</b>	<b>Issued: April 14, 2023</b>	<b>Page #: 1 of 3</b>
<b>Revised: N/A</b>		
<b>Approved by: Regional Chair</b>		
<b>Responsibility: Regional Chair's Office</b>		<b>Section: Corporate Services</b>

## **1. Scope**

- 1.1 This policy applies to all members of the Council of the Regional Municipality of Durham who are appointed to governance positions of professional associations by or on behalf of Durham Region Council.

## **2. Purpose**

- 2.1 The purpose of this policy is to establish guidelines for the activities and behaviour of Regional Council members who are appointed to governance positions of professional associations by or on behalf of Durham Region Council, including but not limited to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and other similar advocacy groups.

## **3. Selection Process**

- 3.1 Opportunities for nomination or appointment to a governance position of a professional association shall be published in an agenda for a meeting of Regional Council for consideration when they arise.
- 3.2 At the meeting, the Regional Chair shall ask for motions to nominate or appoint a member of Regional Council. Nominations must be moved and seconded. Nominated Members shall disclose any potential conflicts of interest to Regional Council. The Regional Chair will ask nominees if they wish to stand for appointment. Should only one nominee stand for appointment, the Chair shall declare them appointed.
- 3.3 Where more members express interest than the number of positions that are available, the Regional Clerk shall conduct one or more votes of the members (i.e. 'run-off' votes) until the

remaining nominees are supported by a majority of the members of Regional Council. Following a successful vote, the Regional Chair shall declare the member(s) appointed.

- 3.4 The association shall be advised of the appointment by the Regional Clerk as soon as possible following the Council meeting, by way of formal correspondence provided in a format deemed acceptable by the association.

#### **4. Responsibilities of Members**

- 4.1 Members appointed to a governance position with a professional association shall represent the Region's best interests when engaged in business of the professional association, and shall not engage in behaviour that could be perceived as being contrary to those interests.
- 4.2 Members shall support the mandate of the professional association and uphold their fiduciary duty to it as an appointee to its governing body.
- 4.3 When engaged in the business of the professional association, members shall not advance their personal interests or the interests of their local municipality ahead of the interests of the Region as a whole or the interests of the professional association.
- 4.4 Where a conflict arises between the members' fiduciary duty to the professional association and the best interests of the Region, members shall exercise their best judgment in making decisions and act in a manner that is transparent and accountable.
- 4.5 In addition to Regional Council's Code of Conduct, members appointed to a governance position of a professional association shall also comply with that organization's code of conduct and ethical framework, if applicable.
- 4.6 Prior to any meeting of a professional association's governing body, the appointed member(s) shall meet with government relations staff within the CAO's Office to review the agenda for the meeting and obtain any necessary briefing materials and information.

#### **5. Communication**

- 5.1 Members appointed to a governance position of a professional association shall keep Regional Council informed of any discussions or decisions made at meetings of the organization that may affect the Region, and may do so by way of memorandum to Regional Council Members or at a regular Regional Council or Standing Committee meeting as appropriate.

## **6. Accountability**

- 6.1 Members appointed to a governance position of a professional association by or on behalf of Regional Council shall be accountable to Regional Council for their actions and decisions at those organizations.
- 6.2 Regional Council may rescind the appointment of any member who engages in behaviour that is contrary to the interests of the Region or who fails to comply with this policy.

## **7. Review**

- 7.1 This policy shall be reviewed on a regular basis to ensure its continued relevance and effectiveness.

## **8. Inquiries**

- 8.1 For additional information regarding this policy, contact the Regional Clerk/Director of Legislative Services at [clerks@durham.ca](mailto:clerks@durham.ca)