



<b>Subject:</b>	Citizen Advisory Committee Review
<b>To:</b>	General Business & Finance Committee
<b>From:</b>	Legislative Services

<b>Report Number:</b>	LS-02-19
<b>Wards Affected:</b>	All
<b>Date to Committee:</b>	Monday, January 7, 2019
<b>Date to Council:</b>	Monday, January 28, 2019

### **Recommendation:**

That Council approve the Citizen Advisory Committee Review report LS-02-19; and

Approve the Terms of Reference's attached as Appendix B and Appendix C for the establishment of the Active Transportation Advisory Committee and Age-Friendly Advisory Committee; and

Approve the Citizen Committee Guide attached as Appendix D; and

Direct the Town Clerk to begin advertising for citizen advisory member vacancies for the Active Transportation Advisory Committee and Age-Friendly Advisory Committee; and

Authorize the Town Clerk to implement the recommendations and the level of service provided to Citizen Advisory Committees as outlined in report LS-02-19.

### **Purpose:**

Reviewing the Town's citizen committees contributes to strengthening our community through sound leadership, optimizing Town operations and meeting the needs of our residents.

In addition, the review at this time strategically aligns with the Transportation Master Plan, and the Parks, Recreation and Cultural Master Plan to promote civic engagement for the residents of the Town of Lincoln.

### **Background:**

At the Council meeting of October 1, 2018, Council adopted report CS-18-06 that approved a new Procedural By-law, 2018-91 and that enabled Council to officially

establish and endorse the Town of Lincoln's Citizen Advisory Committee structure, terms of reference and Council appointments.

## **Report:**

The proposed advisory committee structure for non-statutory committees as set out in Appendix D – Citizen Committees Guide would distribute workload more evenly and establish consistent membership, terms of reference and administration for consistency by Legislative Services.

## **Potential Benefits**

The proposed structure would provide a number of benefits, including:

- Supporting our ongoing mission, vision and values (e.g. A place to grow, a place to prosper, a place to belong);
- Promoting efficiency and leadership in governance;
- Greater alignment with Master Plans;
- More effective use of Council as Liaison members;
- Greater efficiency of Council, staff and citizen time;
- Reduction in potential of overlap of duties from staff;
- Aligning with Council's adopted public engagement framework and IAP2;
- Strengthening the collaboration between public participation and input into the decision-making process that is advisory in nature;
- Innovative and solution-focused;
- Increased likelihood of achieving quorum with proposed structure resulting in a decrease of cancelled meetings due to lack of quorum or lack of matters for consideration;
- Increased consistency and compliance on procedural meeting management
- Clear mandates, terms of reference and structured annual workplans;
- Easier to attract committed, qualified public applicants;
- Improved scheduling for members, public and staff.

## **Strategy/Process**

To identify potential efficiencies in the citizen committee structure, the following questions were considered during review of the process:

- a) Is the committee required through legislation?
- b) How many staff work with the committee?
- c) Is there an overlap of mandates with other bodies or committees in the community (e.g. local area municipalities, Niagara Region)?
- d) What is the approved review date for the committee?
- e) How does the committee align with the Town's priorities?
- f) What are the trends/needs facing our community?

An overview of each citizen committee based on the above questions is provided in Appendix A entitled Review of Criteria for Citizen Committees. Staff considered the recent work of the committee including frequency of requests by Council.

In addition, volunteer satisfaction is essential to the success of citizen committees; volunteer success is knowing that the work they do provides value to the municipality and that their expertise and advice is important to Council.

## **Summary**

### **1. Committees Mandated by Legislation**

The Joint Accessibility Advisory Committee and Municipal Heritage Committee are both required through Legislation (*Accessibility for Ontarians with Disabilities Act, 2005*; *Ontario Heritage Act, 1990*, respectively) and have one (1) Council representative on each. These mandatory (statutory) committees for JAAC and Municipal Heritage Committee will continue unchanged.

### **2. Committees to be Evolved**

The Active Transportation Committee meets monthly and was established by Councillors' Tony Brunet and J.D. Pachereva to facilitate collaboration between staff and the community and promote active and alternative transportation. This is a useful forum for the community however, its members are not officially appointed by Council and the Procedural By-law (2018-91) states that one (1) Councillor representative be appointed as a liaison for the committee. The minutes have continued to be included in the published agendas at the request of the Councillor members however, to ensure transparency and accountability as well as follow the Procedural By-law (2018-91), it is recommended that Council appoint this as an official Citizen Advisory Committee and approve the terms of reference and committee structure. The approved Committee will be supported by Legislative Services with one (1) staff support as required from Community Services, Public Works, Fire Services, Communications and other agencies such as Niagara Region and Niagara Regional Police Services. This Committee will continue to align with Council priorities, advise the Town on matters related to transportation, promote road safety, and promote alternative forms of transportation in the community including pedestrian, cycling and transit. The Committee will take a more strategic and coordinated approach towards active transportation and the Transportation Master Plan. The updated Terms of Reference for Active Transportation Advisory Committee is attached to this report as Appendix B.

### **3. Committees to be Developed**

The Age-Friendly Advisory Committee has been established in various municipalities. This type of Committee assists in establishing an age-friendly framework, promotes the importance of inclusion and meet the needs of the

Town's changing demographics. The overall goal of this Committee is for the Town of Lincoln to become a place where residents age safely, enjoy good health and participate fully in the community. This Committee would encourage residents of all ages to participate, promote unique programming that meets the needs of the community and encourage citizen engagement in local and civic government through various areas of interest such as:

- Outdoor spaces
- Transportation
- Recreational and social participation
- Inclusion and engagement
- Health and well-being

The Age-Friendly Advisory Committee will work within its jurisdiction as well as develop a work plan with specific actions and goals. As a guiding tool, the World Health Organization (WHO) provides helpful information regarding Age-Friendly Cities including various policies to consider when striving to better meet the needs of residents. The proposed Terms of Reference for Age-Friendly Advisory Committee is attached to this report as Appendix C. The approved Committee will be supported by Legislative Services and one (1) staff support as required from Community Services and Communications as well as networking opportunities with other agencies such as Age-Friendly Niagara.

Additionally, to ensure that the objectives of all citizen committees align with the objectives of Council, staff recommend that each citizen committee be required to provide a review and update to its Terms of Reference following completion of the strategic plan for each council term. As Council's approval of the updated Terms of Reference would be required, Council would be in a position to ensure that committee mandates align with the approved strategic plan.

To ensure continued effectiveness, citizen committees will be required to provide Council an annual report that summarizes the committee's activities and accomplishments.

### **Legislative Services Workload**

Legislative Services has 3 FTE staff (Town Clerk, Deputy Clerk and Legislative Coordinator) assigned to administer Council and Standing Committees as well as perform other functions in the department such as management of insurance, MFIPPA, legal administration, vital statistics, administering by-laws, providing commissioning services and licensing, records management, Council support, managing municipal elections and special projects. Administering and organizing committee meetings includes attending agenda review meetings, scheduling delegations, agenda preparation including follow-up on reports and addendums, meeting attendance, minutes, follow-up correspondence and both staff and public inquiries leading up to and subsequent to the meetings. In many instances, Legislative Service's functions as the public's first point of contact with the municipality and is therefore important from the perspective of citizen involvement and

engagement. The Legislative Services “Clerk” role also assists and guides the standing committee chairs and would include the citizen committee chairs.

As part of a review of the structure and potential efficiencies, Legislative Services reviewed its capacity to support the committee structure in relation to other duties. Based on the outline above, staff suggest that the two recommended citizen advisory committees (Active Transportation and Age-Friendly) meet every other month.

Legislative staff are assigned additional responsibilities with variable time commitments. These activities include but are not limited to the following:

- Commissioning services to the public;
- Attending required departmental, divisional and corporate meetings;
- Administering Council’s citizen committee interview process;
- Actively participating in Legislative Services team projects such as electronic agenda management research and implementation, periodic policy/procedure reviews, regular review of report templates and other special projects; and
- Participating/providing training and professional development opportunities.

With these other responsibilities, each Clerk can reasonably accommodate the outlined standing committees and citizen committees. Legislative Services would effectively manage these committees to ensure consistency and objectives are achieved, and that members and staff receive the necessary guidance, training and support required.

It should be noted that Clerks and staff cannot be assigned tasks that should be performed by citizen committee members.

## **Efficiencies**

The proposed transitioning and addition of citizen committees will enable the Legislative Services staff to reassign duties regarding citizen committee structure and assign additional departmental responsibilities to Legislative Services and other staff.

## **Financial, Legal, Staff Considerations:**

### **Financial:**

The recommended changes and proposed structure for managing the citizen committees would be to allocate funding specifically for promoting their events, civic engagement and meet the needs of the established mandate to be successful.

These citizen advisory committee activities will be funded annually by the Town through the budget approval process. The budget will be managed through Legislative Services. For 2019, the budget requested for each of the two recommended citizen advisory committees for 2019 is as follows:

- \$2,500 for Active Transportation
- \$2,500 for Age-Friendly

Expenditures as it relates to citizen advisory committees:

- a) Their annual budget allocation to an advisory committee shall be at the sole discretion of Council and subject to Council's annual Budget deliberations, taking into consideration the requests of the advisory committees.
- b) All expenditures by an advisory committee must relate to matters directly within its mandate.
- c) Each advisory committee shall provide an annual report to Council, through the appropriate standing committee, detailing all expenses incurred against its annual budget allocation and in a format established by the Town Clerk.
- d) All advisory committee expense information is public information and shall be made available upon request to the Town Clerk.
- e) Authorization for expenditures shall be as follows:
  - i. The Town Clerk, or their designate, shall have the authority to process all payments for standard items within the advisory committee's mandate, subject to budget availability, such as costs associated with Council-approved events (e.g. speaker's gifts, communication and/or promotional efforts), shall require the approval of Council, via the appropriate standing committee; and
  - ii. Financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate Department to be addressed through the approval and reporting processes by Council for those situations, unless that authority is explicitly provided for by Council in an advisory committee's mandate. If that authority has been explicitly provided for in an advisory committee's mandate, then the Town Clerk, or their designate, shall have the authority to process those particular expenditures;
  - iii. Expenses associated with communication and/or promotional efforts being undertaken by an advisory committee, within its mandate, are to be approved by the Town Clerk, or their designate and Communications for consistency in messaging and proper branding, prior to those expenses being incurred. The Town Clerk, or their designate, shall have the authority to process those expenses, subject to budget availability.

With respect to Council expenses, Legislative Services along with Finance Services will be bringing forward an updated Council Mileage and Expense Policy that will address committees.

### **Staffing:**

In addition to Legislative Services staffing requirements, other Town staff and resources are utilized in the administration of the committees. This does not take into account the administration of agendas, nor the time incurred by other staff. The time spent by staff assigned to committees from other departments can also be quite extensive.

As a part of the review, Legislative Services has met with staff from Planning, Community Services and Public Works, to review options, discuss the committees and service provision. The use of staff from other departments in the administration of citizen committees is a new expectation, however, it ensures that those departmental

staff in attendance are optimally utilized. Legislative Services will provide appropriate training to departmental staff and continue to act as a liaison for the administration of those committees.

Going forward, Legislative Services will be reviewing the administration of those committees to ensure that staff resources are effectively utilized and that service to committees remains at a consistent level.

In addition, Legislative Services will also review the current citizen committee recruitment and interview process including the designation of alternates for committees.

**Legal:**

N/A

**Public Engagement Matters:**

Further consultation will be done following Council approval of this report and members of current committees will be advised of volunteer opportunities in the community. Interest from existing members will also be solicited for the committee regarding Active Transportation Advisory Committee.

After a decision is rendered by Council, Legislative Services will immediately contact the Chair/Vice Chair of each current committee to apprise them of the decision. Formal communication of the entire resolution will then be circulated to the committees and the matter will be scheduled for discussion at the next meeting of each citizen committee.

Staff will attend a meeting of each committee to discuss the decision of Council, the impacts on the committee and/or the development of the committee.

**Conclusion:**

Legislative Services will work to implement Council directions as a result of this report. Citizen engagement and collaboration is vital to the success of many initiatives at the Town of Lincoln and to its residents of the community who enjoy the many existing and new benefits of the committees' work

Respectfully submitted,

Julie Kirkelos  
Town Clerk  
905-563-2799 Ext.225

**Appendices:**

Appendix A – Review of Criteria for Citizen Committees  
Appendix B – Terms of Reference for Active Transportation Advisory Committee  
Appendix C – Terms of Reference for Age-Friendly Advisory Committee

## Appendix D – Citizen Committee Guide

### **Notification:**

Chair and Vice-Chair of Municipal Heritage Committee  
Chair and Vice-Chair of Active Transportation Committee  
Chair and Vice-Chair of Joint Accessibility Advisory Committee

### **Report Approval:**

Report has been reviewed and/or approved by Director of Community Services, Associate Director of Community Services, Director of Planning, Director of Public Works and Director of Finance. Final approval by the Chief Administrative Officer.

Appendix A - Review of Criteria for Citizen Committees

Committee	Estimated time/month*	Annual Budget	Nature of Advisory Role	Technical staff assigned to Committee	Overlap with other Committees	Accomplishments	Alignment with Strategic Plan
Joint Accessibility Advisory Committee	4x per year maximum	\$10,000 from participating municipalities with Grimsby, Lincoln, Niagara-On-The-Lake, Pelham, Thorold and West Lincoln	Provincially legislated to provide input to municipalities	None	None		
Municipal Heritage Committee	Meet once per month	\$50,000	Provincially legislated to provide input to municipalities	1 Planner	None	<p>Established a Heritage Registry with Council endorsement. Hosted the 1st Heritage Appreciation Event where citizens were awarded for the preservation of historical homes. Designated 4 Heritage Properties:</p> <ul style="list-style-type: none"><li>• Beamsville District Secondary School</li><li>• Mountain Mennonite Cemetery</li><li>• Former Campden Public School</li><li>• Former Campden Trinity Evangelical United Brethren Church</li></ul> <p>Adopted &amp; Implemented a Heritage Incentive Program.</p> <p>Redesigned Bronze Heritage Plaques and introduced and designed Heritage interpretive plaques.</p> <p>Adopted &amp; Implemented a Heritage Policy and Incentive Program.</p>	Continually works towards goals for a responsive community, encourage restoration and preservation of heritage property

<b>Active Transportation Advisory Committee</b>	Proposed to meet bi-monthly or monthly as per Committee.	\$2,500 (proposed)	Promote alternative forms of transportation	Community Services – Lead, Public Works	None	<p>Assisted in “Share-the-Road” bicycle friendly award application process. Provided input on important municipal capital projects.</p> <p>Helped to host a community AT event at the Fleming Centre; the Town’s first “slow-roll” bike ride.</p> <p>Supported Niagara Region with their Travel School Planning program.</p> <p>Represented the Town at the Ontario Bike Summit in 2018</p>	Aligns with the Transportation Master Plan and continued effort for a sustainable environment, public health and road safety.
<b>Age-Friendly Advisory Committee</b>	Proposed to meet bi-monthly or monthly as per Committee	\$2,500 (proposed)	Provide advice and recommendations concerning opportunities to make Lincoln a more age-friendly community, focused on the services, roles and responsibilities within the Towns jurisdiction.	Community Services	Age-Friendly Niagara (potential for collaboration)	N/A	Aligns with the Parks, Recreation and Cultural Master Plan and supports the concerns identified by the World Health Organization (WHO) for Age-Friendly network.

\*Does not include Legislative Services staff, office time spent recruiting and training and other assistance provided by staff.

## Appendix B – Terms of Reference for Active Transportation Advisory Committee

### Enabling Legislation:

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Lincoln Council has deemed it advisable to establish an Active Transportation Advisory Committee (ATAC).

### Mandate and Responsibilities:

ATAC will advise Council on matters related to safe roads, active transportation and trails, monitor Transportation Master Plan and encourage, promote and participate in the planning of active transportation and safe roads policies, programs and facilities. Further responsibilities include:

- To serve as a liaison between the community and the Town on matters pertaining to active transportation;
- To monitor the implementation of active transportation components of the Transportation Master Plan, Parks, Recreation and Cultural Master Plan, and to take action to influence where necessary;
- Provide advice to staff in the development of transportation plans, policies, and programs to promote and encourage safety for all residents;
- To advise on the development, delivery and maintenance of active transportation policies, programs and facilities;
- To educate residents and businesses regarding the environmental, social, economic and health benefits of active transportation;
- To promote, support, and increase active transportation as a more routine component of the work/school commute, shopping, socializing and entertainment endeavours;
- To encourage citizens to use forms of active transportation through public outreach, education programs and events (e.g. monthly walks, etc.);
- To educate the public on the benefits, necessities and safety aspects of active transportation;
- Provide input into the development of an effective public engagement strategy;
- To support active transportation as an economic driver;
- To collaborate with adjacent municipalities to support active transportation;
- To promote and enhance continuous and integrated cycling and leisure trails (i.e. trails, sidewalks, bicycle lanes) within Lincoln and with its neighbouring municipalities;
- Encourage legislation and policy changes that support and strengthen active transportation;
- Advise on new or improved transportation initiatives for all road users including pedestrians and cyclists; and,
- Assist in monitoring the effectiveness of all transportation and safety initiatives.

### Lead Department:

Staff from Community Services and Public Works will serve as department representatives to provide expertise or report on various matters as required. It is anticipated that Community Services will take a leadership role with this committee primarily however, there is an ability or flexibility that may change the lead department. Legislative Services/Clerk will serve as procedural support as well as provide documentation of agendas and minutes and manage the budget for the committee. Other

agencies will be invited to participate and provide their expertise or report on various matter as required.

### **Membership and Composition:**

The Active Transportation Advisory Committee shall be comprised of up to eight (8) and no less than five (5) citizen appointments, and one (1) Member of Council as a liaison.

#	Committee Members	Member Type
8	Citizen Appointments	Voting
1	Member of Council	Non-Voting

#	Contributing Stakeholders
1	Public Works Department Representative
1	Community Services Department Representative
1	Legislative Services Department Representative

Each member will follow the Council approved Procedural By-law (2018-91) and conduct.

### **Member Qualifications:**

The following qualifications should be considered for appointing members to the Active Transportation Advisory Committee:

- Strong interest in active transportation and/or road safety
- Demonstrated passion through previous volunteer experience
- Ability to commit necessary time to meetings and events
- Demonstrated expertise through work/academic qualifications and/or is an avid active transportation user
- Strong interpersonal skills and able to maintain effective working relationships

### **Meeting Frequency and Schedule:**

The Active Transportation Advisory Committee shall meet on a bi-monthly or monthly basis. Subcommittees may meet as necessary.

The duration of the meeting shall be a maximum of two (2) hours for each scheduled meeting date, from 6 p.m.

All update reports from the Active Transportation Advisory Committee will be delivered to a Standing Committee of Council and delivered through Legislative Services.

**This Terms of Reference is hereby approved by Council on this 28<sup>th</sup> day of January 2018.**

## Appendix C – Terms of Reference for Age-Friendly Advisory Committee

### **Enabling Legislation:**

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Lincoln Council has deemed it advisable to establish an Age-Friendly Advisory Committee (AFAC).

### **Mandate and Responsibilities:**

AFAC will advise Council on matters related to the achievement of an age-friendly municipality, while developing and implementing an Age-Friendly Strategy. Further focused responsibilities to include within its jurisdiction related to:

- Outdoor spaces and buildings
- Transportation
- Housing
- Social participation
- Respect and social inclusion
- Civic participation
- Communication and information, and
- Community support and health services
- To serve as a liaison between the community and the Town on matters pertaining to age-friendly.
- Residents, local community groups and non-government organizations on age-friendly issues
- The Age-Friendly Advisory Committee will collaborate with other internal and external agencies (i.e. Age-Friendly Niagara) to achieve the Town's age friendly mandate and goals.
- The Committee will provide advice and research on the state of Lincoln's age-friendliness, in cooperation with other organizations where appropriate.
- Developing Strong Communities – recognizes the connection between health and well-being with the built and natural environment, public spaces, transportation, housing, and social climate, and recreational programming.
- Respect and Inclusion – recognizes that all citizens are vital members of the community and responds to the needs of all citizens in a fair and equitable way, ensuring access to life supports and community resources.
- Community Engagement in Decision Making – actively and intentionally includes older adults in all aspects of decision making.

### **Lead Department:**

Staff from Community Services Department will serve as department representatives to provide expertise or report on various matters as required. Legislative Services will serve as procedural support as well as provide documentation of agendas and minutes and manage the budget for the committee. Other agencies will be invited to participate and provide their expertise or report on various matter as required.

**Membership and Composition:**

The Age-Friendly Advisory Committee shall be comprised of up to eight (8) and no less than five (5) citizen appointments, and one (1) Member of Council as a liaison.

#	Committee Members	Member Type
8	Citizen Appointments	Voting
1	Member of Council	Non-Voting

#	Contributing Stakeholders
1	Community Services Department Representative
1	Legislative Services Department Representative

Each member will follow the Council approved Procedural By-law (2018-91) and conduct.

**Member Qualifications:**

The following qualifications should be considered for appointing members to the Age-Friendly Advisory Committee:

- Strong interest in senior advocacy or youth advocacy.
- Demonstrated passion through previous volunteer experience.
- Ability to commit necessary time to meetings and events.
- Demonstrated expertise through work/academic qualifications
- Strong interpersonal skills and able to maintain effective working relationships.

**Meeting Frequency and Schedule:**

The Age-Friendly Advisory Committee shall meet on a bi-monthly or monthly basis. Subcommittees may meet as necessary.

The duration of the meeting shall be a maximum of two (2) hours for each scheduled meeting date, from 6 p.m.

All update reports from the Age-Friendly Advisory Committee will be delivered to a Standing Committee of Council and delivered through Legislative Services.

**This Terms of Reference is hereby approved by Council on this 28<sup>th</sup> day of January 2018.**

## Appendix D – Citizen Committee Guide

### **Citizen Committee Guide**

#### **Overview**

The Town of Lincoln recognizes that this opportunity will allow you to actively participate in local government that ensures a place to grow, a place to prosper and a place to belong for all of Lincoln residents.

Municipal Council, municipal staff, and local residents rely on the worthwhile services provided by many citizen committees. We recognize that your time as a volunteer is valuable and your commitment is truly appreciated.

#### **Purpose of this Guide**

This guide will provide you with a basic understanding of the workings of local government, the role of citizen committees so that you may gain a better understanding of your responsibilities as a volunteer.

The manual also provides the necessary information and guidelines to ensure the smooth operation of committee meetings.

### **Citizen Committees and Council**

#### **Council**

Council is comprised of the Mayor and eight (8) Councillors which is the decision-making body for the Town of Lincoln. Council meets monthly following the Standing Committee meetings on Monday's at 6:00 pm in Council Chambers, Town Hall and considers recommendations from all Standing Committees for approval and action.

One Councillor is appointed to each citizen advisory committee to act as the official council liaison representative.

A member of the Town Council is appointed to each committee as a non-voting council liaison. Council liaisons do not count toward a quorum. The role of the council liaison is to communicate the Town Council's needs, policies, and interests to the members of the committee and to communicate back to the Town Council the recommendations made and discussions held by the committee. This ensures thorough communication between the elected officials and the members of the committees.

Council liaison assignments are made on an annual basis, which aligns with standing committee selection.

## **Standing Committees**

There are four (4) Standing Committees that are composed of the Mayor and eight (8) Councillors. All meet monthly and the Standing Committees make recommendations to Council on matters under their jurisdiction.

- Community Services & Infrastructure Committee
- General Business & Finance Committee
- Planning & Economic Development Committee
- Committee of the Whole – Workshop/Budget

## **Citizen Committees**

A citizen committee is a group of volunteer citizens that are established by Council for the purpose of dealing with a specific issue. They have a clearly defined Terms of Reference and are accountable to Council their actions through a Standing Committee.

## **Role of Citizen Committees**

A member of a citizen committee serves an important role in the community. The input of the members provides inclusive participation for decision making under which the Town operates. Citizen committees are important in supporting municipal government as the demands on municipal Council and the Town continue to grow. Citizen committees review or provide advice to Council and staff on mandated matters; assist in public consultation processes and committee work; and liaise with other advisory committees. Some committees also organize and participate in community events. Being a member of a citizen committee offers residents a unique chance to volunteer their skills, diversity and knowledge to strengthen our community.

A citizen committee includes (8) voting members or the appropriate numbered required, with the possibility of other volunteers assisting their time through sub-committee work. The volunteers are recruited based on their skills, understanding and expertise around the committee's mandate and willingness to volunteer their time.

## **Terms of Reference**

Each citizen committee operates within specific Terms of Reference that defines the committee mandate and provides standards on:

- |                       |                  |                   |
|-----------------------|------------------|-------------------|
| • Meetings            | • Communications | • Quorum          |
| • Committee Structure | • Budget         | • Terms of Office |

The Terms of Reference are developed by Legislative Services with input from Council and staff. After Council approval, the Terms of Reference are posted on the Town's website as public information and Legislative Services staff begin a recruitment process for members.

## **Professional working relationship**

Citizen committee members work with Council and Town staff in a professional working relationship. All partners in the relationship must demonstrate a commitment to communication and consultation among themselves and the general public and respond based upon areas of expertise.

## **Sub-Committees**

Citizen committees are encouraged to create sub-committees only if required, to enhance the efficiency of meetings or to work on a specific project/event. The nature of sub-committees is unique to each committee, given their mandate, projects and scope and number of members vary. Sub-committee meetings are held separately as needed. Legislative Services staff "Clerk" is not required to attend these meetings, but notes must be taken and provided to the Chair and Clerk at the next regular Committee meeting. The Chair of a sub-committee can be chosen by the majority of the sub-committee members; however, he/she must be a voting member of the committee. The term is for one year only.

## **Volunteer Commitment**

You have agreed to serve your community by being a member of a citizen committee and fulfilling the specific terms of reference for that committee. Serving as a member on a citizen committee reflects a commitment to participate actively and to share workload accordingly. When there is commitment to meet the needs of the committee this generates success for everyone involved with the committee.

## **Volunteer responsibilities**

As a volunteer member of a citizen committee, you shall:

- Work as a team to fulfill the Terms of Reference for the committee
- Attend regular scheduled meetings and events, as required, or RSVP regrets to the Chair and the Clerk
- Come prepared to discuss the agenda items at the meeting
- Share the workload of the committee including sub-committee work, as required
- Provide volunteer time beyond the meetings if required for an event
- Comply with Town policies that have been communicated to you in advance

## **Member Training**

Legislative Services will provide the following training information and reference documents for all committee members:

- Orientation for new committee volunteers
- Citizen Committees Guide
- Relevant Town policies (e.g. Code of Conduct, Respect in the Workplace)
- Accessible training as it relates to customer service

## **Completing your term**

Terms vary for each committee and are defined in the terms of reference. Advisory committee members shall serve on the same advisory committee no longer than two consecutive full terms plus, if applicable, one preceding partial term in those cases where advisory committee members are initially appointed mid-term to fill a vacancy.

Once a member has completed their terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee once one full year has passed.

## **Leave of Absence**

Leave of absences are not accepted for citizen committees. Exceptions to this standard must be approved by the Clerk and the citizen committee Chair.

## **Overall Committee Policies**

The following are the Town of Lincoln's policies that must be adhered to by each citizen committee in how they operate and in the decisions they make.

### **Code of Conduct/Respect in the Workplace**

The Town of Lincoln's Code of Conduct and Respect in the Workplace policies outline how staff are to adhere to the highest standards of personal and professional competence, integrity and impartiality as well as providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. These same standards are expected of citizen committee members since they are representing the Town of Lincoln. There is a mandatory sign-off required by each member on the last page of this document.

### **Accessibility**

The Town of Lincoln values input from all residents and to ensure that we foster fairness and equality there will be mandatory accessible training as it relates to customer service. There will be a mandatory sign-off for every member.

### **Use of Town of Lincoln Logo**

All committees must follow the use of the Town of Lincoln Corporate Policy as it relates to use of its brand and logo and not alter in any way. All communication that is used for advertising or promotion must be developed by and approved by Town of Lincoln staff.

### **External contacts**

Members contacting external bodies, groups, or agencies must have the prior authorization of the Clerk and the Chair.

## Committee Positions

Citizen committees can be made up of a combination of the following positions and are identified in the terms of reference:

Position	Role
Chair	Leads the committee – voting member
Vice-Chair	Fulfills the role of the Chair in his/her absence – voting member
Clerk – Legislative Services	Provides a single point of ongoing contact with Town staff – non-voting member
Council Liaison	Provides advice to the board/committee from a council perspective - non-voting member
Staff Liaison	Provides professional information based on the staff person's area of expertise and supports the Committee's awareness of the Town's activities – non-voting member
Citizen voting members	Participates in all meetings and votes on all motions
Alternate members	Participates in all meetings but does not have voting privileges
Citizen committee liaison	Represents a specific citizen committee on other citizen committees – voting member
Stakeholder	Represents a specific organization identified in terms of reference – voting member
Sub-committee volunteer	Participates in sub-committee work but does not have voting privileges
Chair of specific Sub-Committees	Leads any sub-committees formed by the citizen committee and must be a voting member

## Election of Chair and Vice Chair

The Clerk conducts the Election of Chair and Vice-Chair at the first regular meeting of the year. Committee members eligible for election as Chair must have been a member of the committee for at least one year, unless it is for a new committee or under circumstances approved by Legislative Services staff.

A Chair or Vice-Chair serves their role until a new Chair or Vice-Chair is elected. The following are the exceptions to the one-year term for Chair or Vice-Chair:

When the Chair or Vice-Chair ...	then their term ends ...
<ul style="list-style-type: none"> <li>Moves from Lincoln during their term of office</li> </ul>	<ul style="list-style-type: none"> <li>Effective their moving date</li> </ul>
<ul style="list-style-type: none"> <li>Moves from Lincoln during their term of office and continues to operate a business in Lincoln</li> </ul>	<ul style="list-style-type: none"> <li>When the original term is scheduled to end</li> </ul>
<ul style="list-style-type: none"> <li>Receives a vote for their removal by the majority of committee members</li> </ul>	<ul style="list-style-type: none"> <li>Effective immediately</li> </ul>

## **Role of the Chair**

The Committee Chair:

- Provides leadership to the citizen committee and mentors the Vice-Chair
- Works with Legislative Service staff to prepare agendas, budgets, work plans and communication plans
- Presides over meetings to ensure that proceedings are conducted in an appropriate and orderly manner
- Monitors the committee's adherence to corporate policies and assists members to follow corporate policies and procedures

*Note: The Vice-Chair fulfills the role of the Chair in their absence.*

## **Responsibilities of the Chair before meetings**

The Chair must perform the following duties before each meeting:

- Confirm the accuracy of the minutes to be presented to the committee for confirmation
- Work with the Clerk to prepare the agenda a week before the meeting to:
  - Ensure items of interest are included on the agenda
  - Understand what action should be taken on each item (e.g. For information only or requires a motion)
- Understand the time allotted for each item to ensure completion of the full agenda
- Understand background papers, correspondence, reports, and any other material to be discussed.

## **Responsibilities of the Chair during meetings**

The Chair must perform the following duties during each meeting:

### **At the start of the meeting**

- Ensure that there is a quorum so the meeting can begin
- Call to order
- Welcome guest speakers, other visitors, and new members

### **Throughout the meeting**

- Ensure that a quorum is present at all times
- Preserve order and decorum
- Manage the discussion to ensure the agenda is completed in a timely manner
- Rule on points of order and does not waiver on a decision, unless a member appeals it to the committee as a whole
- Never interrupt a speaker except to rule on a point of order

- Prevent members from deviating from the order of business on the agenda
- Conduct the meeting impartially
- Ensure that all tasks are distributed equally

### **During meeting discussions**

- Allow one speaker to speak at a time
- State the order in which members may speak when more than one person wants to address the topic
- Ensure that all members have been heard who wish to address an issue
- Reserve comments on an issue until all other members have been heard
- Ask questions and call for specific ideas when discussion lacks direction
- Summarize the discussion
- Guide members towards making a decision
- Turn the chair over to the vice-chair or designate if you feel strongly about an issue and want to speak on it

### **Meeting voting and motions**

- Read the motion to the members before voting
- Address amendments to a motion prior to voting on the full motion
- Ask for a vote and declare the results of all votes
- Announce all decisions reached

### **Adjournment**

Adjourn the meeting when:

- all business on the agenda has been concluded, or
- it is scheduled to be adjourned, or
- the meeting is excessively disorderly, or
- a quorum is lost.

### **Responsibilities of the Chair between meetings**

The Chair must perform the following duties between meetings:

- Represent the citizen committee at Standing Committee meetings and events when required
- Sign correspondence on behalf of the committee
- Monitor the progress of all committee tasks
- Act as a resource for all committee members and support their involvement
- Contact members who are absent from two or more consecutive meetings
- Address members' multiple absences and requests for leave of absence

## **Role of the Clerk**

Legislative Services staff (Clerk) will provide each citizen committee with a single point of ongoing contact with Town staff and:

- Assists committees in their dealings with Council, staff, other levels of government, and community agencies including communication to and presentations/delegation requests at Standing Committee meetings
- Must be present at all regular committee meetings and acts as a facilitator and provides procedural advice
- Provides support:
  - Works with the Chair to prepare the agenda ensuring items of interest are included and providing clarity on required action
  - Takes and distributes minutes of meetings
  - Assists with membership interviews, membership records/committee files, budget preparation and monitoring and annual report formulation
  - Handles all financial transactions
  - Invites guest speakers, visitors, etc.
  - Books meeting rooms
  - Works with Town Clerk to manages public relations activities and creative requests
  - Provides advice on corporate policy and procedure
  - Works with Chair to develop and monitor an achievable annual work plan, based on corporate priorities identified within the Town of Lincoln's priorities and the committee's Terms of Reference and ensure the plan identifies necessary detailed actions and resources required
  - Works with Town Clerk and Chair to prepare annual budget for submission by timeline and based on priorities
- Ensures consistent and appropriate volunteer recruitment and recognition are maintained and that volunteers are oriented to their responsibilities and understand the resources available to them
- Ensures timely and accurate distribution of material
- Assists Chair with the development and implementation of an achievable annual communication plan, including up to date information for publication on the Town's website
- Works with Town Clerk and Communications for assistance with:
  - Graphics and design support
  - Printing and web design
  - Special event protocol
  - Social media (Facebook and Twitter)
  - Newspaper ads

Staff cannot be assigned tasks that should be performed by citizen committee members.

## **Role of Town Staff Liaison**

Each committee's Terms of Reference indicate the type of support provided by Town staff. The staff liaison:

- Provides professional information based on the staff person's area of expertise
- Supports committee members awareness of the Town's activities in their area of expertise
- Advises and consults with committees on reports being presented to standing committees
- Assists the committee in meeting its mandate.

The staff liaison does not provide administrative support unless they are acting as the Clerk.

### **Role of Council Liaison**

A Council representative is assigned to citizen committees and their subcommittees to act as a liaison that provides guidance from the perspective of a Council member and empowers effective volunteer performance.

### **Committee Meetings**

All citizen committee meetings are considered public meetings, unless closed for consideration of items consistent with the Town of Lincoln's Procedural By-law.

### **Meeting frequency and schedule**

Regular meetings are held based upon an established frequency and are identified in the terms of reference. On occasion it may be necessary to hold a special meeting to deal with a specific issue or meet a deadline.

Meetings should start at the scheduled time out of courtesy for those on time and will be held at Town Hall unless an alternate location has been agreed to by a majority of committee members. Meetings last approximately 2 hours and will not exceed this time.

Sub-committee meetings are held separately as needed and are not considered official committee meetings. The Clerk does not attend these meetings.

### **Member attendance**

Members are expected to attend every citizen committee meeting. When a member is unable to attend a meeting, they are to notify the Chair and Clerk as soon as possible so it can be determined if quorum will be attained. When a member misses three consecutive meetings, the Chair and/or Clerk will discuss with the member their continued involvement with the committee. If the member is not able to attend future meetings on a regular basis, the member will be asked to resign from the committee.

### **Quorum**

Quorum must be met for a scheduled meeting to proceed. Quorum is the minimum number of committee members required to be present for a committee meeting to proceed. Quorum for each committee is defined in its Terms of Reference and generally requires more than half of the number of members, excluding the Council representative and any vacant committee positions (50% + 1). If

quorum is not met, the meeting may be rescheduled, cancelled or continue with information sharing only. The Clerk is not required to stay if the meeting proceeds with information sharing.

### **Cancellation of meetings**

When a meeting must be cancelled in advance due to a lack of quorum or other special circumstances, the Clerk will send a Cancellation of Meeting e-mail to each member. If a meeting needs to be cancelled due to bad weather, the Clerk will make that call, and advise the Committee Chair.

### **Agenda**

The Clerk prepares the agenda in consultation with the Committee Chair and distributes to members in a timely manner. The agenda outlines the order of the meeting and ensures the smooth passage of business.

It is the responsibility of each member to read the agenda before the meeting, bring the agenda to the meeting and come prepared to discuss each item and participate fully.

### **Meeting Ground Rules**

All members must fully participate in person, with open discussion and feedback. For courtesy and efficiency, citizen committee members must follow these ground rules:

- Respect the authority of the Chair and Chair and its members
- Follow the procedural “rules of order” as guided by the Chair and the Clerk
- Raise your hand to speak and wait to be acknowledged by the Chair
- Exercise common courtesy in dealing with all members
- Refrain from talking while another member has the floor
- Refrain from irrelevant remarks, repetition, lengthy discussion, and objectionable language
- Do not monopolize the discussion and stay focused on the issue at hand
- Honour the closure and time limits established for each item on the agenda

As appointed by Town Council, members are expected to represent the Town and community with respect and professionalism.

### **Closed sessions**

Closed sessions are used for discussions of confidential issues and are open only to those entitled to be present, generally committee members, necessary staff, and the Clerk.

Closed sessions of citizen committees are unusual and should be:

- Held only when absolutely necessary and limited to matters as described in the *Municipal Act, 2001* and as confirmed by the Clerk as allowable
- Noted in advance (where possible) on the agenda and in the minutes as closed session.

The committee must vote upon any agreements reached during a closed session in the public portion of the meeting.

## Motions

A motion is a proposal made by a member during a meeting to express a position or authorize an action. Possible motions may include:

- Confirm the minutes of a previous meeting or adjourn the meeting
- Defer an item until a specified date
- Refer an item to a sub-committee
- Amend an item
- Recess
- Authorize a financial transaction, procedure, or action to be taken.

Here are two examples of wording for a motion:

Authorize J. Doe to take the necessary steps to arrange an initial meeting among students and principals to launch a walk or bicycle to school program.

CARRIED

Authorize an expenditure not to exceed \$xx to purchase 100 bike pumps to promote alternate transportation and healthy lifestyle.

CARRIED

## Managing Motions

The following describes the process for managing motions during a meeting:

Stage	Description						
1	A committee member moves a motion that commences with a verb (i.e. approve, authorize, direct) and is specific in nature. Note: A “second” (or another member voicing support of the motion) is not necessary.						
2	The committee discusses the motion and can make amendments to the wording of the motion.						
3	The Chair must call a vote on the motion once the discussion has ended.						
4	All members in favour raise their hands.						
5	<div> <div>The Chair announces the result of the vote as outlined below:</div> <table> <tr> <th>When a majority vote....</th><th>Then the Chair declares the motion....</th></tr> <tr> <td>Supports the motion</td><td>Carried</td></tr> <tr> <td>Does not support the motion or results in a tie</td><td>Lost or Defeated</td></tr> </table> </div>	When a majority vote....	Then the Chair declares the motion....	Supports the motion	Carried	Does not support the motion or results in a tie	Lost or Defeated
When a majority vote....	Then the Chair declares the motion....						
Supports the motion	Carried						
Does not support the motion or results in a tie	Lost or Defeated						
6	The Clerk records any motions that are Carried in the minutes. Note: recorded votes are not taken at citizen committee meetings.						

## **Guidelines on voting**

Motions must always be voted on following these guidelines:

- Only members can vote, unless excused by a pecuniary interest which is then considered a negative vote. The Chair has a vote, except where he/she has a pecuniary interest.
- Staff liaisons cannot vote
- Council liaison cannot vote
- Alternates or sub-committee volunteer members cannot vote.

## **Minutes**

Meeting minutes represent a succinct and accurate account of the committee's business and are not a verbatim report of dialogue during the meeting. They provide a permanent and official record of all proceedings, policy and budgetary decisions made. It is suggested that members maintain a personal set of notes identifying actions they need to follow-up with.

The Clerk distributes minutes to committee members within a timely manner following each meeting.

## **Committee Budgets**

Citizen committees prepare and submit an annual budget with the assistance of the Town Clerk and their designate which is based on the work plan for the upcoming year and supports the committee's mandate as outlined in the terms of reference.

The budget may include one committee recognition gathering per year, in wrap-up to the annual calendar of meetings or for special purposes. Clerks must ensure a consistent maximum expense per person during the preparation of the annual budget submissions for each committee. No alcohol expenses may be paid by the Town of Lincoln for the committee gathering.

It is important to note that funds from one year's budget cannot be transferred to the next year's budget.

## **Grant funding**

A citizen committee may apply for, or partner with other groups to apply for, provincial, federal or other grant funding.

The citizen committee must approve a draft of the grant application before it is submitted and the Clerk must ensure that:

- the process and parties do not have any known pecuniary interest
- the donations and sponsorship policies and procedures of the Town of Lincoln are followed
- a copy of the grant application, interim report(s) and final report is filed in the corporate records of the Town as soon as possible.

Upon notification of funding approval, the committee must:

- discuss at their upcoming meeting which members will complete what work

- document this action in the minutes of the meeting.

The Clerk and the Chair must, on behalf of the committee, draft any interim and/or final reports to the funding body and report to the partners in the application.

The Clerk and/or the Chair must advise the Town Clerk:

- if there are any concerns raised throughout the process, or
- at the first indication of any variation from the timelines, outcomes, or tasks described in the grant application and/or funding approval documents.

### **Committee Expenditures**

Purchases can only be made in accordance with the approved budgeted items and amounts and the Town's Purchasing Policy.

A motion must be passed for each financial transaction and the committee must plan purchases to allow for sufficient delivery and payment time.

### **Requests for Over Expenditures**

Committees must obtain Council approval for any over-expenditure or requests to purchase items that are not specified in the budget. This would include the Clerk and the Chair submitting a written report to the appropriate Standing Committee.

### **Reimbursement of out-of-pocket expenses**

Any expense incurred must have the prior approval of the Town Clerk or their designate. The following describes how members are reimbursed for approved out-of-pocket expenses:

<b>Stage</b>	<b>Description</b>
1	Committee members submit receipts to the Clerk for any authorized out-of-pocket expenses.
2	The Clerk processes all purchasing transactions.
3	The Town of Lincoln pays the member upon receipt of an invoice or by means of a purchase order.

### **Staff Reports**

Staff reports and planning applications must often be submitted to the applicable committee for review and response. The report author will circulate for consideration before submitting staff reports to Standing Committees and Council. This is in keeping with the notice provisions of the Town's Procedural By-law and the process that the Clerk uses to process reports as noted below.

### **Report Review Process**

This summarizes the process for submitting reports.

Stage	Description
1	The Clerk or staff liaison advises the Chair of any reports that may be of interest to their respective committee.
2	Chair, on behalf of the committee, accepts and agrees to review the report.
3	The Clerk advises the report author by e-mail and ensures that the draft report is included for review in an upcoming agenda.
4	Report authors adjust their reporting timelines to Standing Committees, when required, to allow the citizen committee time to read and respond to the draft report.
5	The committee reads the draft report, discusses their response to the report and responds to the author through the Clerk.
6	Report authors submit the report to the relevant Standing Committee with a summary of the citizen committee's comments in the report.

### Planning Application Review Process

Planning applications are reviewed by a number of citizen committees with different interests. This is the process involved for applications requiring citizen committee comments.

Stage	Description
1	Notice of the application will be circulated for consideration to the applicable committee.
2	The citizen committee representative prepares remarks on behalf of the committee.
3	The remarks for approval are provided at the next committee meeting when time permits, or by receiving and responding to the remarks by e-mail.

### Delegations

A delegation is a presentation to Council or a Standing Committee made by a member of the public on their own behalf or on the behalf of a company or organization.

Delegations are encouraged to address a Standing Committee instead of Council since Standing Committees discuss issues in greater detail and in a less formal setting. Delegates are permitted 5 minutes to speak at Standing Committees and 5 minutes at Council. The Clerk can assist with your delegation registration process.

Before delegates decide to appear before a Standing Committee or Council, they may discuss their concerns with a member of Town staff. Some issues may be resolved at the staff level or, at the very least, staff can advise the delegate of the next step toward resolving their concerns.

Stage	Description
1	The Chair invites the delegate to the podium in front of the Standing Committee to make their presentation.
2	Delegates make their presentation: <ul style="list-style-type: none"> <li>• always speaking to the Standing Committee through the Chair</li> </ul>
3	Delegates remain at the podium afterwards to answer questions from the Standing Committee members.
4	Committee members: <ul style="list-style-type: none"> <li>• discuss an item after all the delegations on the topic are heard</li> <li>• make a recommendation on the issue</li> </ul>
5	The Standing Committee Clerk forwards the recommendation to Council for consideration.

### Registering as a delegation

To register as a delegation or to obtain advice, please either:

1. Complete the online registration form
2. Complete the printable registration form on the Town's website and mail or hand deliver it to the Legislative Services Department.
3. Contact Legislative Services at 905-563-2799 x513.
4. Visit Legislative Services at Town Hall between 8:30 a.m. and 4:30 p.m. to complete a form in-person.

### Recommendations

A **recommendation** is a motion for a major undertaking, a new initiative or an expenditure that is:

- passed by a citizen committee and submitted to a Standing Committee.
- passed by a Standing Committee and submitted to Council as a recommendation.

Citizen committees are accountable to Council and Council must approve any major undertakings and/or new initiatives. Examples of recommendations that require Council approval are amendments to Terms of Reference or significant new projects.

### Process for making a recommendation to Council

Stage	Description
1	The citizen committee approves a motion.
2	<ul style="list-style-type: none"> <li>• The Clerk advises the committee when a motion should go to a Standing Committee.</li> <li>• The Clerk or Chair writes a report transmitting the committee's motion to the Standing Committee.</li> </ul>
3	<ul style="list-style-type: none"> <li>• The Standing Committee considers the motion.</li> <li>• Chair or other member may choose to appear as a delegation.</li> <li>• The Standing Committee votes on the motion and, if it passes, the motion becomes a recommendation to Council.</li> </ul>

4	Council makes a decision to either approve or decline the recommendation.
5	The citizen committee takes action as authorized by Council.

This process can take several weeks. Therefore, the citizen committee needs to plan ahead.

### **Correspondence received by the committee**

All correspondence addressed to the committee must be brought to the attention of the committee Chair and dealt with by the committee. Following this, the correspondence must be filed, responded to or acted upon through some other action of the committee.

Most correspondence received is generally considered to be public information but can be received as confidential by the Chair of the committee and/or the Clerk if requested by the writer. All confidential correspondence must be seen by the Clerk of the committee and provided on yellow paper.

### **Correspondence sent from a Committee**

All correspondence, including emails, sent from any member of the committee or the Clerk on behalf of the committee represents the Town of Lincoln and must be phrased appropriately and must represent only content within the mandate of the committee.

Generally, correspondence from the committee is signed by the Chair of the committee and the Clerk, on behalf of the committee. A member of the committee may be asked to send correspondence on behalf of the committee in these specific situations:

- as chair of a sub-committee
- for specific project/task assignment to a member
- by the Vice-chair in the absence of the Chair

Whether the correspondence is sent from the Chair of the committee, the Clerk or a member of the committee, all correspondence:

- is sent by the individual based on the direction of the committee
- must be signed on behalf of the committee
- brought to the attention of the committee
- noted within the agenda and/or the minutes of a regular meeting

### **Correspondence sent from a Sub-committee**

Sub-committee Chairs may be empowered by the committee Chair to:

- document relevant correspondence within their sub-committee minutes
- share this correspondence with the committee at their regular meetings

## **Reports and Records Retention**

### **Annual Reports**

All citizen committees must submit an annual report to Standing Committee of Council.

The annual report must convey:

- highlights of the committee's activities for the past year
- work plans for the following year

### **Records Retention**

Legislative Services must:

- provide storage for the 'fixed assets' of each committee
- maintain central files for each committee according to the Records Retention By-law.

**Citizen Committee Members Code of Conduct**

The Town of Lincoln's Code of Conduct outlines how staff are to adhere to the highest standards of personal and professional competence, integrity and impartiality. These same standards are expected of citizen committee members since they are representing the organization. The Code of Conduct requires a broad range of matters and the following are the items that citizen committee members are to adhere to:

- Respect in the Workplace - Demonstrates the utmost respect for all fellow committee members, Council, and staff and gives fair consideration to diverse and opposing viewpoints. Contributes in a meaningful manner, offering constructive comments.
- Confidential information – No confidential information is to be made available to the public unless it has been approved by the Clerk for release. This may include items such as; litigation, personnel, suppliers, complaints, negotiations, purchasing processes e.g. quotations, tenders, licenses.
- Media relations – Only the approved media spokesperson for the matter should speak to the media as approved by the Chief Strategic Communications & Public Affairs Officer. All other requests should be directed to the Town Clerk or their designate.
- Conflict of Interest – Where a committee member or member of their family has a direct or indirect financial interest in a contract or proposed contract with the Town and where the committee member could influence the decision being made with respect to the matter. If a conflict of interest exists, the committee member must declare it and refrain from participating in any discussion and/or decision on the matter. The member must also not influence the decision of other committee members.
- Use of Town Property – Town property shall not be used by committee members for their personal use.
- Gifts and Benefits – Gifts should be discouraged. However, the Town recognizes that moderate hospitality gifts can be accepted as a courtesy of a business relationship. Where gifts are accepted, their acceptance must constitute a benefit to the Corporation or be of nominal value and be publicly acknowledged. This policy does not apply to gifts received in connection with municipal twinning events, or to gifts received for services to professional organization or non-profit community groups.

Name \_\_\_\_\_

Citizen Committee \_\_\_\_\_

By signing and submitting this form, I hereby confirm that I have read and understand this Guide and agree to abide by the above Code of Conduct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please deliver to your Clerk at your next regular committee meeting.