



ADVISORY COMMITTEE HANDBOOK

Procedures and Best Practices

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Advisory Committee Handbook

Procedures and Best Practices

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1.0 **GUIDING PRINCIPLES**

- 1.1 Volunteer involvement fosters civic responsibility, participation and interaction. It strengthens communities by promoting change and development and identifying community needs.
- 1.2 A commitment to community participation and service is one of the pillars of strength of the Town of Fort Erie.
- 1.3 Municipal councils establish boards and committees to enable citizens to become involved in grassroots service areas which are fundamental to the enhancement of the community such as libraries, museums, youth, seniors, history, business districts, the environment and beautification, to name just a few.
- 1.4 The appointment of members of the public to serve on Town boards and committees allows the Council to:
 - a) Engage a variety of perspectives, reflecting the diversity of the community;
 - b) Represent stakeholder groups;
 - c) Bring specific skills and expertise that contribute to good governance;
 - d) Represent specific groups of service users; and
 - e) Bring external funding, sponsorship, volunteers or profile to the service.

2.0 **TERMS OF REFERENCE**

- 2.1 Each committee operates under terms of reference established by by-law or applicable legislation. The by-law or legislation generally sets out the mandate of the committee, its duties, responsibilities and composition.
- 2.2 Please refer to the by-law specific to your committee which may be accessed on the Town's website www.forterie.ca under Government where the boards and committees are listed alphabetically, or through your committee Chair/staff liaison, or Office of the Manager, Legislative Services/Clerk (Clerk).

3.0 **APPOINTMENTS**

- 3.1 Prior to a municipal election, the Clerk provides notice calling for applicants to the Town's various boards/committees prior to the new term of Council. The notice lists the boards/committees and invites applications from persons interested in a board/committee and sets a deadline for receiving applications. In some cases there may be specific qualifications to be considered for appointment.

- 3.2 Prior to the Inaugural meeting, the Clerk and the Mayor-Elect coordinate an open meeting of the Council-Elect to select the initial citizen appointees and Council representatives to Town-appointed boards/committees for the new term of Council. The Mayor-Elect is the Chair of this meeting.
- 3.3 Where the number of initial applicants for a board/committee is insufficient, the boards/committees where vacancy(ies) exist will be re-advertised.
- 3.4 All board/committee appointments are initially by by-law and subsequent filling of vacancies are by resolution of Council.
- 3.5 In the event a board/committee vacancy occurs during the term of Council, Council accepts the member's resignation by resolution.
- 3.6 Board/Committee members are encouraged to self-solicit when a vacancy occurs.
- 3.7 Council considers applicants to fill vacancies.
- 3.8 Where the number of applicants exceeds the number of vacancies, Council will openly select appointees, by ballot, at a Council meeting.

4.0

FIRST MEETING – COMMENCEMENT OF TERM

- 4.1 The term of appointment is concurrent with the four (4) year term of Council. However, when necessary, some or all appointees from the previous term continue in their offices until such time as new appointments are made.
- 4.2 At the first meeting of the term of the newly appointed board/committee, the regular meeting schedule must be established by motion.

For Example:

THAT:The *(insert name of Committee)* shall meet on the *(insert first, second, third or fourth)* *(insert day of week)* of the month at *(insert time)* p.m. in Committee Room No. *(insert meeting room number)* at Town Hall.

4.3 Nomination and Election Process to Appoint Executive

At the first meeting of each term, the committee shall undertake a nomination and election process for determination of Chair, Vice-Chair and Secretary and/or Treasurer, as applicable, as follows:

- a) The staff liaison or Council representative chairs this portion of the meeting.

- b) The floor is opened for nominations for each position starting with the position of Chair followed by Vice-Chair, Secretary and Treasurer, where applicable.
- c) A member of the committee moves to nominate an individual, (and may nominate him/herself). A seconder is required and the member is permitted to give brief remarks.
- d) The Chair asks if there are any other nominations. The request is repeated.
- e) If no other nominee, the Chair calls for a motion to close nominations and declares the nominee to be the unanimous choice.
- f) If there is more than one nominee, an election is required.
- g) Nominees may briefly address the meeting.
- h) The Chair calls for a motion to close nominations.
- i) The Chair distributes, collects and counts the ballots.
- j) The Chair announces the results to the committee.

For Example:

THAT: The *(insert name of Committee)* appoints *(insert name of person)* as *(insert position)* of the *(insert name of board/committee)* for the period ending November 14, 20*(insert year)*.

5.0 **RESPONSIBILITIES and PROTOCOLS**

5.1 Responsibilities of Committee Members

Committee members are expected to:

- a) Familiarize themselves with the Terms of Reference of the committee.
- b) Understand the committee's advisory relationship to Council.
- c) Strive to attend all scheduled meetings.
- d) Prepare for meetings by reading agendas and any background information supplied.
- e) Actively participate in the discussion and decision making process.
- f) Undertake any work assigned, including special projects and research, in between meetings.
- g) Be guided by the Council Rules of Procedure By-law No. 36-2016, as amended or replaced, as well as other Town operating policies and procedures.
- h) Be open-minded and allow for a variety of opinions to be heard.
- i) Respect the individual worth and dignity of other committee members and staff, and maintain a high degree of professionalism.
- j) Ask questions and seek clarification through the Council liaison or Chair.
- k) Respect the role of and responsibility of the Chair.
- l) Respect that actions taken and recommendations shall reflect the majority view of the committee.
- m) Respect the decisions and finality of Council.

- n) Clearly identify any items of pecuniary interest before they are discussed, and refrain from discussing and voting on same.
- o) Maintain confidentiality when necessary.
- p) When speaking publicly as a member of the committee, with the permission of the Chair, represent the views of the committee and not personal views.

5.2 Responsibilities of Chair

In addition to the responsibilities set out under Section 5.1, the Chair also has additional responsibilities:

- a) Operate under the Town's Procedural By-law.
- b) Facilitate the meeting by identifying the order of proceedings and speakers.
- c) Encourage active participation by all members.
- d) Maintain decorum and ensure fairness and accountability.
- e) Generally refrain from the discussion until all members have had an opportunity to speak to the matter, so that all other members are given an opportunity to speak first.
- f) The Chair has no authority to make decisions on his/her own, and shall run the meeting in a fair and efficient manner so that all members are permitted to express their view.
- g) Assist staff liaison when possible or when requested.
- h) When speaking publicly as Chair of the committee, represent the views of the committee and not personal views.
- i) Ensure the Chair, Vice-Chair, Secretary and Treasurer (as applicable) are elected on an annual basis. Alternatively, the committee may pass a resolution for these positions for the term.
- j) The Chair cannot move or second a motion unless he/she gives the Chair to another person.

5.3 Responsibilities of Council Member Appointee

Every committee, includes a Council member appointee who has all of the rights and privileges of any other member, including voting. In addition, the Council member is also responsible for:

- a) Ensuring the members are fairly and appropriately engaged.
- b) Ensuring the staff liaison is not unfairly taking on tasks outside the general parameters of their position with the committee.
- c) Act as liaison between Council and the committee, providing information and clarification.
- d) Ensuring members are aware of Council issues that may affect the goals and objectives of the committee, including past actions of Council.
- e) When necessary, explain the rationale behind the committee's recommendation when brought forward to Council.

5.4 Responsibilities of Staff Liaison

In most cases, a staff liaison is assigned to a committee to provide guidance, general advice, prepare the minutes of the meetings, and any necessary reports for Council's consideration. In the event the staff liaison is requested to take on responsibilities beyond these parameters as part of their regular departmental job duties, the staff liaison should discuss the matter with his/her manager.

The responsibilities of the staff liaison are to:

- a) Provide administrative assistance and/or policy advice subject to the direction of their Manager/Director and/or Chief Administrative Officer.
- b) Remain impartial with all members.
- c) Not participate in voting; the staff liaison is not a committee member.
- d) Be mindful of any recommendations proposed by the committee that may contradict the Town's budget, by-laws or policies and procedures.
- e) Report any resignations of the committee members to the Clerk.
- f) Report any irregularities to the Clerk.

5.5 Attendance

- a) Committees generally meet once a month. Nonetheless, if sub-committees or working groups are formed to further the activities of the committee, a more frequent meeting schedule may be necessary.
- b) If a member is unable to attend a meeting, he/she should inform the staff liaison or Chair in advance of the meeting. (Meetings cannot proceed if there is not quorum).
- c) If a member is absent from three (3) consecutive regularly scheduled meetings without advising the staff liaison or Chair, the staff liaison or Chair shall immediately notify the Clerk. The Clerk shall send a letter/email to the member to determine his/her intentions to continue as a member. In the event the member resigns or fails to respond, the Clerk shall inform Council and the Chair of the committee of the vacancy and the vacancy shall be filled in accordance with Council's Procedural By-law.
- d) In the event a member finds it necessary to resign, he/she shall notify the Clerk in writing.

5.6 Recommendations

Recommendations emanating from a committee should not be contradictory to the policies and by-laws of the Town.

Any communication of a policy nature shall be recommended to Council for approval with sufficient information for Council to make an informed decision. This may require research and guidance from the staff liaison.

If a staff liaison is uncomfortable with a proposed recommendation from the committee, he/she should direct it to his/her department head or Clerk for guidance.

Unless approved by the Chair, a member shall not speak on behalf of the committee *(see 5-1 (p)).

6.0 **EFFECTIVE MEETING MANAGEMENT**

The business of the committee is conducted at its meetings. Conducting effective meetings ensures the agenda items are dealt with in an organized fashion, having regard to the Rules of Procedure and ensuring those who wish to speak on a matter are heard.

6.1 Meeting Schedule

The Board and Committee listings on the Town's website includes their meeting schedule. Advise the Legislative Assistant in the Clerk's Department at 905-871-1600 if the meeting schedule changes so that the website can be updated.

When it is necessary to cancel a meeting due to inclement weather or prior knowledge of lack of quorum, the members should be contacted to advise of the cancellation using best efforts.

6.2 Agendas

Each committee is responsible for the preparation and delivery of the meeting agenda. The committee secretary or staff liaison will determine the delivery of the agenda, usually 3 to 5 days prior to the meeting.

The agenda shall be reviewed with the Chair prior to delivery.

A deadline may be established for submission of agenda items.

Keep the agenda relevant to the business of the committee. Add only those items that require the attention or action of the committee. Administrative matters should not be included. They are handled at the staff or secretary level.

Agendas typically follow a prescribed order of business and an agenda template is attached as Appendix "1". An agenda template is emailed to the staff liaison/Chair at the beginning of each term.

Items should only be added to the agenda after it is delivered on an urgent or extraordinary basis. An Addendum to the agenda should be included for this purpose.

An Addendum is typically used to add, delete, modify/correct or change an item on the agenda and an addendum template is included as Appendix "2", although items may be added under New Business.

6.3 Town Hall Meeting Rooms

The Town Hall has four (4) meeting rooms that are available to the Town's boards and committees free of charge provided:

- a) The meeting is conducted during normal office hours (8:30 a.m. – 5:00 p.m.) or if after 5:00 p.m., only if accompanied by a staff liaison.
- b) The meeting room is left in a clean and tidy condition.
- c) The meeting room is booked by the staff liaison/Office of the Clerk at 905-871-1600.

6.4 Conflict of Interest

A member must declare, generally at the outset of the meeting, any direct or indirect pecuniary (financial) interests that he or she may have in any matter before the board/committee at that meeting, whether open or closed. If missed at the beginning of the meeting, the member must declare when the matter comes up for consideration.

A pecuniary interest also applies to the member if his/her spouse, child or parent is affected by the matter before the meeting.

The member shall identify the matter to which he/she has a conflict and state the reason why and it will be recorded in the minutes. The member may remove him/herself from the meeting while the matter is under consideration. The member must abstain from discussing or voting on the matter. If the matter is under consideration in a closed meeting, the member shall take leave of the meeting until the matter has been disposed with.

In the event the member discovers after the meeting he/she actually had a direct or indirect pecuniary interest in the matter, he/she shall declare the interest at the next available meeting and it shall be recorded in the minutes.

The onus is on the member to determine whether or not he/she has a conflict of interest. If uncertain, the member is advised to seek their own legal advice.

6.5 Motions

In order to move business forward, a motion is required. Each motion must have a Mover and Secunder.

Motions are passed only with a majority vote.

In the case of a tie vote, the motion is deemed lost.

6.6 Minutes

Minutes of meetings represent a clear and accurate account of the business conducted by the committee. Minutes provide a permanent and official record of all proceedings. Minutes are not recorded verbatim but may be audio recorded in all Town meeting rooms if the secretary/staff liaison wishes.

The secretary/staff liaison of the board/committee is responsible for recording, without note or comment, all proceedings and decisions of the meeting.

The secretary or staff liaison shall forward the minutes to the Clerk's Legislative Assistant within one week of the meeting and shall include the minutes with the next committee meeting agenda package for approval. The minutes are included in the next available Regular Council Agenda to receive and/or approve recommendations as applicable. A "Minutes" template is attached as Appendix "3" and is emailed to the staff liaison/Chair at the beginning of each term.

6.7 Quorum

A quorum is a majority of the members constituting the committee as set out in the by-law/resolution establishing the committee. Quorum is the majority of the members constituting the committee as originally composed under the establishing by-law, regardless if there are vacancies.

In the event a meeting is held and a quorum is not present no business can be transacted. Wait thirty (30) minutes and if additional members have not arrived to meet quorum, the Chair adjourns the meeting and it is recorded in the Minutes that the Chair adjourned the meeting due to lack of quorum after waiting thirty (30) minutes to achieve quorum.

For example:

Where the total number of members of the board/committee including the member of Council is 7, a quorum is 4.

6.8 Delegations

From time to time, delegations may wish to appear and address a committee. Delegations must register with the staff liaison or secretary of the committee in advance of delivery of the agenda.

7.0 RULES OF PROCEDURE

7.1 Council's Procedural By-law applies to all committees, insofar as practicable.

The Clerk or Legislative Assistant are available to assist committees with the interpretation of the Rules.

7.2 Voting by proxy, email or telephone is not permitted.

8.0 CONDUCT

8.1 Advisory Committee Standards of Conduct are attached as Appendix "1" to Schedule "A" to Council Code of Conduct By-law No. 43-2015 attached hereto as Appendix "4".

9.0 BUDGET

9.1 Where funds are derived or requested from the Town, committees must prepare a budget that complies with the Town's Budget Policy.

9.2 The budget must be completed in the format prescribed by Appendix "5" attached, and submitted to the Town Treasurer by the deadline established by the Treasurer.

9.3 The budget must be approved by motion and recorded in the Committee's Meeting Minutes:

For example:

THAT: The *(insert name of Committee)* hereby approves the budget for the year *(insert year)* in the amount of *(insert amount)* and that the Treasurer for the Town of Fort Erie be notified.

10.0 FINANCIAL MANAGEMENT (if applicable)

10.1 The Town's Treasurer approves and processes the accounts. The Treasurer of the committees shall prepare the accounts.

- 10.2 Any and all expenditures shall be approved by the board/committee through a monthly financial report. All purchases must comply with the Town's Purchasing Policy.
- 10.3 Any monies received through fundraising efforts shall be deposited to the committee's bank account. The member in charge of the fundraising event shall submit a report to the committee detailing the results of the fundraising event. The report is to be received by the committee via motion and recorded in the minutes and include event details such as date, description of event, attendance, revenue and expenses, any lessons learned for future reference, etc.
- 10.4 Donation receipts for tax purposes are available in certain cases from the Town Treasurer.
- 10.5 Committee member expenses are limited to the approved annual budget and Town Policies. Mileage is not included for routine work of the committee members, nor for travelling to meetings, and will not be reimbursed, without Council approval (i.e. Terms of Reference).

11.0 HEALTH & SAFETY GUIDELINES

- 11.1 From time to time, committee members may engage in site visits, sponsor community events or have reason to use tools and equipment. Appendix "6" attached hereto sets out guidelines to ensure overall safety.
- 11.2 If the committee is sponsoring or hosting a community event, it will be required to undertake a risk assessment for the public and your volunteers. Town staff can provide guidance.

12.0 ACCESSIBILITY GUIDELINES

- 12.1 Advanced planning helps to ensure that the accommodation needs of persons with disabilities are anticipated and acted upon ahead of time for Committee meetings or community events. Even when you may not know in advance whether any of your participants may need accommodations, you should be prepared to arrange the meeting or event to be accessible so that everyone can fully participate.
- 12.2 Adequate provisions for accessibility shall be made by the Chair and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings are accessible and in accordance with the provisions of the *Ontarians with Disabilities Act, 2005* and any similar legislation, policies and guidelines.
- 12.3 Appendix "7" attached sets out general points of reference when planning a meeting or community event to foster inclusion.

13.0 MFIPPA

- 13.1 The *Municipal Freedom of Information and the Protection of Privacy Act* (MFIPPA) applies to committees as the records are under the possession and control of the municipality. The Legislation regulates and controls the information made available to the public. It not only provides rights of access to records, but also protects the privacy of individuals.
- 13.2 Records are generally public in nature and are provided through routine disclosure i.e. agendas, minutes, by-laws, etc. To access records subject to disclosure rules, an individual must make the request to the Clerk through the MFIPPA process.
- 13.3 The Records Management Assistant, Legislative Services/Clerk's Office will advise a committee in the event a request for information is received under the *Act*. She will then decide if the request is covered by the *Act*.
- 13.4 Committee members must remember and ensure that personal information is confidential.

14.0 RECORDS

- 14.1 Committees are required to retain all records and shall only dispose of same pursuant to the Town's Records Retention Schedule By-law. Staff liaison shall consult with the Records Management Assistant.
- 14.2 Records are to be stored in a clean and secure environment.
- 14.3 Pursuant to the *Municipal Act, 2001* the Clerk is responsible for records and information management. Under the *Act*, any person has the right to inspect the records of the municipality subject to MFIPPA.

15.0 INSURANCE COVERAGE

- 15.1 The Town's committee members and their activities/events related to the committee are covered under the Town's insurance policies.
- 15.2 All volunteers working with committees appointed by Council are covered by the Town's insurance program against general liability claims made by another person as a result of their volunteer activities for the Town.
- 15.3 Since volunteers report directly to the committee, the committee should be following all the same policies and procedures similar to when the Town may use volunteers. The committees must supervise all volunteers and provide instruction of duties, responsibilities and health and safety.

- 15.4 All events should be approved by the Town according to its Community Events and Festivals Policy By-law No. 45-08, as amended.
- 15.5 Any committee sponsored event must be supervised by members.
- 15.6 Where there is an incident or accident at any of these events or potential claim, where a person or property is or may have been injured or harmed, the committee member or representative must report it to the Town's Manager, Procurement, Finance & Risk immediately.

16.0 **ROLE OF CLERK'S OFFICE**

The Clerk is responsible for carrying out the direction of Council with respect to the recruitment of committee members and the filling of vacancies as set out in Council Rules of Procedure By-law No. 36-2016, as amended or replaced, from time to time.

The Clerk or Legislative Assistant are available to answer questions, provide guidance, advice and training.

The Clerk is responsible for preparing relevant documentation, information and notifying committees of any legislative changes impacting committees.

The Manager, Legislative Services/Clerk's Office is located on the ground floor at Town Hall.

Enquiries may be made to:

Manager, Legislative Services/Clerk
 Legislative Services/Clerk's Office
 Town of Fort Erie
 1 Municipal Centre Drive
 Fort Erie, ON L2A 2S6
 Telephone: 905-871-1600 ext. 2211
 Fax: 905-871-4022

Legislative Assistant
 Legislative Services/Clerk's Office
 Town of Fort Erie
 1 Municipal Centre Drive
 Fort Erie, ON L2A 2S6
 Telephone: 905-871-1600 ext. 2212
 Fax: 905-871-4022

17.0 **APPENDICES**

- Appendix "1" - Agenda Meeting Template
- Appendix "2" - Addendum Template
- Appendix "3" – Minutes Meeting Template
- Appendix "4" – Advisory Committee Standards of Conduct
- Appendix "5" – Advisory Committee Budget Template
- Appendix "6" - Safety Guidelines for Advisory Committees
- Appendix "7" – Accessibility Guidelines



AGENDA

**NAME OF
ADVISORY
COMMITTEE**

Meeting Date, Time, and Location

Insert above information here.

Members

Present:

List Members of the Committee appointed by Council including Council representative

Regrets: *(If notified list names of Committee members absent)*

Absent: *(If not notified list names of Committee members absent)*

Town Staff:

Name, Staff Liaison

Other Town Staff, if applicable, and their department/title

Delegations/Guests: *(If none delete from Agenda)*

List names, organizations present, if applicable (If none delete from Agenda)

1) **Call to Order**

Include the ***time*** the meeting was called to order.

2) **Approve Agenda**

That: The ***insert name of board/committee*** Agenda for the ***insert date*** meeting be accepted.

3) **Declaration of Conflict of Interest**

4) **Adoption of Minutes**

That: The minutes of the ***insert name of board/committee*** meeting of ***insert date*** be approved. ***Include Mover/Secunder*** ***(Carried)***

Name of Committee – insert date Agenda

5) **Delegations**

List delegations as follows:

(a) Name of Delegation, Address and/or Organization

Re: Subject matter

6) **Business Arising from Minutes**

7) **New Business**

8) **Enquiries by Members**

9) **Next Meeting**

10) **Adjournment**

Name of Advisory Committee

Addendum to Agenda

Insert date Meeting

Insert relevant heading list below.

Insert Agenda item number.

Insert item information from Agenda

Additions

Deletions

Revisions

Modifications

***Circulate in the same manner as the Agenda
prior to the meeting.***



MINUTES

**NAME OF
ADVISORY
COMMITTEE**

Meeting Date, Time, and Location

Insert above noted information

Members

Present:

List Members of the Committee appointed by Council including Council representative

Regrets: *(If notified list names of Committee members absent (If none delete heading))*

Absent: *(If not notified list names of Committee members absent (If none delete heading))*

Town Staff:

Name, Staff Liaison

Other Town Staff, if applicable, and their department/title (if none delete from Agenda)

Delegations/Guests: *(If none delete from Agenda)*

List names, organizations present, if applicable (If none delete from Agenda)

Section 239(7) of the Municipal Act states "A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not."

1) **Call to Order**

The meeting was called to order by Chair *insert name* at *insert time* p.m.

Name of Advisory Committee – Date of meeting Minutes

2) **Approve Agenda**

The Chair asks if the members are in agreement with the Agenda or if there are any changes/additions.

Advisory Committee to pass a motion if no changes/additions as follows:

Names of Mover/Second

That: The *insert name of Advisory Committee* Agenda for the *insert date* meeting be accepted. **(Carried)**

If changes/additions state the member's name(s) and the changes/additions being requested and recorded in the Minutes. **The following motion would be presented:**

Names of Mover/Second

That: The *insert name of Advisory Committee* Agenda for the *insert date* meeting be accepted, as amended. **(Carried)**

3) **Declaration of Conflict of Interest**

None.

OR

Name of Member declared a conflict of interest with respect to *insert Agenda item* since she/he is **state the reason**. She/he abstained from discussing or voting on the matter.

4) **Adoption of Minutes**

Advisory Committee to pass a motion to adopt the minutes of the previous meeting:

Names of Mover/Second

That: The minutes of the *insert name of Advisory Committee meeting of insert date* be approved. **(Carried)**

If changes are requested or required, state the member's name(s) and the changes being requested to the Minutes. **The following motion would be presented:**

Names of Mover/Second

That: The *insert name of Advisory Committee* Minutes for the *insert date* meeting be approved, as amended. **(Carried)**

Name of Advisory Committee – Date of meeting Minutes

5) **Delegations**

Where applicable delegations would be listed as follows:

(a) Name of Delegation, Address and/or Organization

Re: Subject matter

Insert delegation's name, if speaking on behalf of organization include name and a summary of the salient points including any requests they may make.

6) **Business Arising from Minutes**

1. ***Subject matter***

Include summary of salient points discussed. If staff or board/committee member is going to follow-up state their name, subject matter and person/organization that will be contacted.

If passing a motion must include all relevant details.

7) **New Business**

Same as #6 above

8) **Enquiries by Members**

1. ***Name of Member***

Nature of enquiry and to whom, questions being asked and directed to whom will be providing a response.

9) **Next Meeting**

The next meeting of ***insert name of Advisory Committee*** will be held on ***insert date*** in ***insert location***.

Name of Advisory Committee – Date of meeting Minutes

10)

Adjournment

The meeting was adjourned at *insert time* p.m.

NOTE: Some Advisory Committees pass a motion to adjourn however that is not necessary.

Minutes recorded by:

Minutes approved by:

Name, Secretary

Name, Chair

Appendix “4” to Advisory Committee Handbook – October 2019

Advisory Committee Standards of Conduct

The purpose of an Advisory Committee is to provide informed advice and guidance to Council on programs and policies.

Advisory Committees are expected to provide impartial and objective advice to Council. In so doing, these individuals shall assess, consider various options, and make recommendations to Council in a conscientious and ethical manner.

In recognition of the advisory role and lack of decision-making powers, the Council Code of Conduct By-law No. 43-2015 shall not apply to Advisory Committees but shall serve as a guide in matters of accountability and transparency. However, it is deemed desirable to establish the following general accountability, transparency and ethical standards of conduct for members of Advisory Committees of the Town of Fort Erie to ensure they are acting in a manner that is appropriate.

1. Advisory Committee members shall, when conducting committee business, preparing written correspondence, interacting with the media, Members of Council, staff or members of the public, act in a manner that accomplishes the following:
 - (a) Fulfills the mandate and mission statement of his/her Advisory Committee;
 - (b) Respects due process and the authority of the Chair, Vice-Chair or presiding Officer;
 - (c) Demonstrates respect for all fellow committee members, Council, staff and the public;
 - (d) Demonstrates respect for the decisions of Council;
 - (e) Respects and gives fair consideration to diverse and opposing viewpoints;
 - (f) Demonstrates due diligence in preparing for meetings, special occasions, or other committee-related events;
 - (g) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
 - (h) Conforms with all relevant legislation, by-laws, policies and guidelines, including the Advisory Committee Handbook; and
 - (i) Contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.

Advisory Committee Standards of Conduct

2. A member of an Advisory Committee shall not:
 - (a) Place themselves in a position where the member is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
 - (b) Accord, in the performance of his/her official duties, preferential treatment to relatives or to organizations in which the member, his/her relatives have an interest, financial or otherwise;
 - (c) Deal with an application to the Town for a grant, award, contract, permit or other benefit involving the member or his/her immediate relative;
 - (d) Place themselves in a position where the member could derive any direct benefit or interest from any matter about which they can influence decisions; and
 - (e) Benefit from the use of information acquired during the course of his/her official duties which is not generally available to the public.

3. A member of an Advisory Committee shall disclose to the committee at the outset of a meeting, that the member could be involved in either a real or apparent conflict of interest (pecuniary interest) as prohibited by the Code; and where appropriate, shall abide by any decision made by the committee, with respect to such conflict of interest without recourse.

4. Where an Advisory Committee member believes or has been advised by the committee that they have a conflict of interest in a particular matter, he/she shall:
 - (a) Prior to any consideration of the matter, disclose his/her interest and the general nature thereof;
 - (b) Leave the room for the duration of time that the matter is being considered;
 - (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
 - (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

5. Where the number of members who, by reason of conflict, are incapable of participating in a meeting such that the remaining members no longer constitute a quorum, then the remaining members shall be deemed to constitute a quorum provided there are not less than two (2) members present.

Advisory Committee Standards of Conduct

6. Notwithstanding Section 2(c), members of the Museum and Cultural Heritage Advisory Committee who own property designated under Part IV or Part V of the *Ontario Heritage Act* and are seeking consideration of a Heritage Permit Application (HPA) for said property are permitted to address the committee regarding their HPA but, are prohibited from taking part in the committee's deliberation and/or voting regarding the matter.
7. Should a member of an Advisory Committee, save and except a member of Council, breach any of the clauses set out herein, the Clerk may refer the matter to Council who will consider whether to take any of the possible corrective actions.

Appendix "5" to Advisory Committee Handbook - October 2019

Corporation of the Town of Fort Erie

Operating Budget and Forecast

			FORECAST			
		Current Year Actuals	Current Year Budget	Budget Year	2nd Year	3rd Year
Revenues	Acct. #					
<hr/>						
Grants	0364					
Donations	0970					
Other: Surplus from prior year						
Event Revenue: (list below)						
Total Revenue						
Expenditures						
Postage	3210					
Training & Development	3150					
Advertising	3250					
Communications	3117					
Equipment Expenses	2294					
Materials & Supplies	2190					
Meeting Expenses	2993					
Events and Programs	3422					
Transfer to reserve:						
Total Expenditures						
NET REVENUE/EXPENDITURE						

Appendix “6” to Advisory Committee Handbook – October 2019

Town of Fort Erie SAFETY GUIDELINES

The Town of Fort Erie values the hard work and commitment of our community volunteers. These guidelines are intended to make your volunteer experience as successful and safe as possible.

Rights and Responsibilities

As a volunteer you have the right and responsibility to:

- ensure you have obtained training for the safe operation of equipment
- report immediately
 - a hazardous condition or faulty equipment
 - an accident, injury, or near miss (a near miss is an event that does not cause injury or property damage but could have if circumstances were slightly different – in other words, a “close call”)
- wear and/or use personal protective equipment as required (e.g. safety boots, gloves)
- refuse to participate in any activity you believe to be unsafe.

Equipment

- Use the right tool for the job
- Check equipment before using and report any defects
- Pay special attention to tasks that might be new or different
- If you are not sure how to use a tool, ask.

Avoid Hazards

There are hazards all around us;

- *Physical* hazards like heavy furniture, moving traffic, slip and trip hazards like wet floors; uneven surface; clutter on the ground; sharps (needles) or broken glass, etc.
- *Chemical* hazards like solvents, paints, acids, batteries, propane tanks, etc.
- *Biological* hazards like insect stings, bites, animal waste, dead animals, etc.
- *Ergonomic* hazards like moving or lifting heavy or awkward materials.

The 3-R’s;

- **Recognize** the Hazard – anything that does not look or seem right
- **Report** the Hazard – protect yourself and your colleagues. Create a safety zone around the hazard and report it right away.
- **Remove/Resolve** the Hazard – don’t do anything else until the situation is resolved.

Harassment

Recognize that not everyone on the committee will have the same opinion and views as you; so be respectful and mindful of others. Do not bully or harass others who express an opinion that differs from your own.

If you experience this kind of behaviour and an apology is not given, an acceptable resolution is not found or the harassment continues; this needs to be reported to the Chair of the committee. In addition you are able to report the incident to a senior member of Town staff.

Emergencies

In the case of an Emergency call 911

- Know the location of the nearest first aid station, fire extinguisher, fire alarm and emergency exit
- Evacuate the building
- Identify a first aider
- Get or administer first aid
- Complete an incident report.

Appendix “7” to Advisory Committee Handbook – October 2019

Making sure your Advisory Committee meeting is Accessible.

Advanced planning may help to ensure that the accommodation needs of people with disabilities are anticipated and acted upon ahead of time. Even when you may not know in advance whether any of your participants may need accommodations, you should be prepared to arrange your meeting or event to be accessible so that everyone can fully participate.

Here are some general points to think about when planning your meeting or event:

- Be prepared to respond to **accommodation requests** in the same manner that you respond to other requests and questions.
- An **assistive device** is a tool, technology or other mechanism that enables a person with a disability to do everyday tasks and activities. Personal assistive devices can include things like wheelchairs, scooters, walkers, braces, computer software programs, hearing aids, white canes or speech amplification devices. Allow individuals to keep and use assistive devices as needed. Make room to accommodate and do not touch or handle an assistive device without permission. Also let individuals know about accessible features in the immediate environment such as elevators or accessible washrooms.
- Some people with disabilities may be accompanied by a **support person** who might help with a variety of things from communicating, to helping with mobility, personal care or medical needs. A support person can accompany an individual to any part of the premises open to the public. If admission to an event is permitted and fees are payable to the Town, the support person is permitted at no cost. If the fees are payable to a third party, the support person is permitted to attend the event at their own cost. Speak directly to the individual and not to their support person.
- Guide dogs assist a person who is blind and **service animals** might open doors, pick up items, predict seizures and alert an individual to sounds. Service animals are allowed in all areas open to the public unless excluded by law. Remember that a service animal is not a pet, it is a working animal. Provide the location of fresh water for the service animals and where service animals may be walked to relieve themselves.
- You may be requested to provide or arrange for the provision of **accessible formats** or communication supports for people with disabilities. This is done in consultation with the person making the request. Accessible formats may include, but are not limited to, large print, recorded audio and electronic formats, Braille and other formats used by people with disabilities.
- Always remember the key principles for being accessible: DIGNITY, INDEPENDENCE, EQUITY/EQUALITY, INTEGRATED, SENSITIVE, RESPONSIVE AND INCLUSIVE.
- For further information view the “Planning an Accessible Meeting” found on the Town’s web-site on the Accessibility Advisory Committee page.