

APPENDIX 'A'

ADVISORY COMMITTEE MEMBERS CODE OF CONDUCT

The purpose of an advisory committee is to provide informed advice and guidance, as well as to facilitate public input to Township Council on programs and policies. In recognition of the impartial and objective advice received from advisory committees, as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all advisory committee Members to ensure they are acting in a manner that is appropriate with regard to his / her committee.

The Advisory Committee Members' Code of Conduct shall be applicable to all Members of the Township of West Lincoln's Advisory Committees as defined in this policy and any other Advisory Committee as required by Council.

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) fulfils the mandate and mission statement of his or 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) respects and gives fair consideration to diverse and opposing viewpoints;
 - e) demonstrates due diligence in preparing for meetings, special occasions, or other committee-related events;
 - f) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
 - g) conforms with all relevant legislation, by-laws, policies and guidelines; and,
 - h) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee Members.

2. A Member of an advisory committee shall not:
 - a) place them self 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 or her official duties, preferential treatment to relatives or to organizations in which the Member, his or her relatives have an interest, financial or otherwise;
 - c) deal with an application to the Township for a grant, award, contract, permit or other benefit involving the Member, his or her immediate relative;
 - d) place them self 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 or her official duties which is not generally available to the public.
3. A Member of an advisory committee shall disclose immediately to the committee or the Committee Chair, who would disclose to the committee, that the Member could be involved in either a real or perceived conflict of interest as prohibited by the Code; and shall abide by any decision made by the committee, with respect to such conflict of interest without recourse.

If a Member is perceived or known to have a conflict of interest as prohibited by the Municipal Conflict of Interest Act and has not disclosed this to the committee; then that matter may be brought forward for the committee's consideration. When such a matter has been brought forward, the committee, through a majority vote, would determine if the Member is in a conflict position in accordance with the provisions of PART 2 of this Code.

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 or 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, as set out in Township of West Lincoln By-law 2003-48, as amended (Rules for Procedures of Council and Committees); then the remaining Members shall be deemed to constitute a quorum provided there are not less than ~~two~~ five Members present.
6. Notwithstanding Section 2(c), Members of Heritage 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 that matter.

7. Should a Member of an advisory committee breach any of the clauses set out herein, the Township Clerk and/or Chief Administrative Officer (CAO) may refer the matter to Council who will consider whether to take any of the possible corrective actions, as outlined under Part 3 Subsection 7(5) of the Code of Conduct for Members of Council, Local Boards and Advisory Committees.