

Appendix "A" to Council Code of Conduct**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 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 ABC Handbook; and
 - (i) Contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.

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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, as set out in Section 7.12 of the *ABC Handbook* for boards and committees, then the remaining members shall be deemed to constitute a quorum provided there are not less than two (2) members present.
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

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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, as outlined under Part 30 Subsection 3 of the Council Code of Conduct for Members of Council, local boards and advisory committees