



The Corporation of the Municipality of Central Elgin

Date of Council Approval August, 18, 2022

Date of Latest Revision:

Policy Name: Advisory Board & Committee Policy

SECTION 1 – PURPOSE

- 1.1 The Municipality of Central Elgin Advisory Board and Committee Policy guides a consistent and accountable approach to working with Municipality of Central Elgin Advisory Board and Committees.
- 1.2 The Municipality of Central Elgin Advisory Board and Committee Policy in conjunction with the Municipality of Central Elgin Advisory Board and Committee Rules of Procedure, attached hereto as Appendix 'A', guides current and future Advisory Board and Committee Member activity throughout the Municipality of Central Elgin.
- 1.3 The Municipality of Central Elgin Advisory Board and Committee Policy is part of a broader municipal effort to participate in meaningful, transparent engagement with members of the community.

SECTION 2 – SCOPE

- 2.1 The Municipality of Central Elgin Advisory Board and Committee Policy governs municipal responsibilities to its Advisory Board and Committee Members, as well as the selection, orientation and safety of Advisory Board and Committee Members.
- 2.2 The Municipality of Central Elgin Advisory Board and Committee Policy also governs Advisory Board and Committee Member rights and Advisory Board and Committee Member responsibilities to the Municipality.

SECTION 3 – PHILOSOPHY

- 3.1 Advisory Boards and Committees have been, and will continue to be, an integral component of the Municipality. Advisory Board and Committee Members complement and support the work of Council and staff, accomplish important tasks that would not otherwise be done, and support programs that could cease to exist without Advisory Board and Committee Member participation.

- 3.2 The Municipality recognizes and greatly values the commitment and contributions of Advisory Board and Committee Members to furthering the mandate, objectives and activities of Advisory Boards and Committees of the Municipality. Municipality of Central Elgin Advisory Board and Committee Members enhance and augment programs within the Municipality.
- 3.3 Advisory Board and Committee Members bring a wide variety of skills, knowledge and experience, all of which combine to strengthen the Municipality. Therefore, the Municipality strives to provide Advisory Board and Committee Members with a meaningful portfolio that suits their skills, as well as a rewarding and challenging community-oriented experience for all those interested in the goal of enhancing the Municipality of Central Elgin.

SECTION 4 – MUNICIPAL RESPONSIBILITIES

- 4.1 In working with Advisory Boards and Committees, the Municipality will fulfill the following responsibilities:
- a) Ensure that Members of Council and staff recognize the role of Advisory Board and Committee Members;
 - b) Provide Advisory Board and Committee Members with the Municipality of Central Elgin Advisory Board and Committee Rules of Procedure outlining the conduct of business at Advisory Board and Committee Meetings;
 - c) Provide Advisory Board and Committee Members with written Advisory Board and Committee portfolios outlining the mandate of each Advisory Board and Committee, a copy of which is attached hereto as Appendix 'B' and shall be amended from time to time;
 - d) Provide Advisory Board and Committee Members with appropriate orientation to the Municipality of Central Elgin Advisory Board and Committee Policy and supporting documentation.

SECTION 5 - SELECTION AND PLACEMENT

- 5.1 Municipality of Central Elgin Advisory Board and Committee Members are appointed and operate based on the concept of Equal Opportunity and Diversity.
- 5.2 The Municipality maintains a strong policy of equal opportunity. The Municipality accepts, and dismisses Advisory Board and Committee Members on the basis of personal competence, performance and dedication, without regard to race, colour, ancestry, national or ethnic origin, age, gender, or sexual orientation.
- 5.3 The process for selection, placement and dismissal from Municipality of Central Elgin Advisory Boards and Committees is as detailed in the Municipality of Central Elgin Advisory Board and Committee Rules of Procedure. An applicant must submit the Municipality of Central Elgin Advisory Board and Committee Application Form to initiate the selection and placement process.

SECTION 6 – ORIENTATION

- 6.1 Every Advisory Board and Committee Member shall be required to attend one (1) orientation session. It is the responsibility of the Municipality to:
- a) Provide an overview of the Municipality of Central Elgin Advisory Board and Committee Members rights and responsibilities, including Advisory Board and Committee Member responsibilities pertaining to confidentiality;

- b) Provide a comprehensive Municipality of Central Elgin Advisory Board and Committee accessibility overview to all Municipality of Central Elgin Advisory Board and Committee Members.

6.2 Every Advisory Board and Committee Member shall have a clearly identified Advisory Board or Committee Chair and a Council or staff representative who will be available for consultation and support.

SECTION 7 - ADVISORY BOARD AND COMMITTEE MEMBER RESPONSIBILITIES

- 7.1 Advisory Board and Committee Members have the responsibility to fulfill the role of an Advisory Board and Committee Member as outlined in the Municipality of Central Elgin Advisory Board and Committee Rules of Procedure in addition to the following:
- a) Act as an ambassador of the Municipality of Central Elgin in the community in an effort to spread knowledge and understanding of the mandate of the specific Advisory Board or Committee;
 - b) Not falsely represent the Municipality of Central Elgin Advisory Boards and Committees to outside partners, agencies or the public;
 - c) Respect confidences and privacy of the Municipality of Central Elgin Advisory Boards and Committees;
 - d) Be held accountable for their actions;
 - e) Be willing to learn and grow in the Advisory Board and Committee position;
 - f) Work cooperatively with Municipality of Central Elgin Members of Council and staff, recognizing and appreciating differences of opinion;
 - g) Be considerate, respect competencies and work as a team with all staff and other Advisory Board and Committee Members;
 - h) Complete the training and/or orientation provided;
 - i) Immediately clarify any uncertainties with the Advisory Board or Committee Chair, Member of Council or staff representative;
 - j) Follow all applicable policies, procedures and by-laws established by the Municipality of Central Elgin.
 - k) Be required to sign a confidentiality statement;
 - l) Advisory Board and Committee activity participants under the age of eighteen (18) years must be accompanied by an adult (either a parent, guardian, staff person or Advisory Board and Committee Member supervisor);

SECTION 8 – ACCESSIBILITY

8.1 The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) received Royal Assent on June 13th, 2005 and is legislation which impacts persons, businesses and other organizations across Ontario in both the Public and Private sector. The main purpose of the legislation is the achievement of accessibility for all Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, building structures and premises on or before January 1st, 2025, by developing, implementing and enforcing standards of accessibility. Compliance is mandatory and AODA has strong enforcement provisions including inspections, orders and significant penalties.

8.2 While serving on any Municipality of Central Elgin Advisory Board or Committee, all Municipality of Central Elgin Advisory Board and Committee Members shall comply with all Municipality of Central Elgin Accessibility Policies. Municipality of Central Elgin Advisory Boards and Committees shall also ensure that adequate provisions are made to ensure that Places of Meeting, Agenda and Minute formats, communications and conduct of meetings are accessible, to provide maximum participation.

SECTION 9 - MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 9.1 The Municipal Freedom of Information and Protection of Privacy Act applies to all local government organizations.
- 9.2 The Municipal Freedom of Information and Protection of Privacy Act requires the Municipality to protect the privacy of an individual's personal information existing in government records and provides a right of access to information held by the Municipality.
- 9.3 The Municipal Freedom of Information and Protection of Privacy Act creates a privacy protection scheme the Municipality must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, use, disclosure and disposal of personal information in the custody and control of the Municipality.
- 9.4 The Municipality, including Advisory Boards and Committees, are accountable for complying with the Municipal Freedom of Information and Protection of Privacy Act. It is against the law to release any personal information to anyone other than the person that the information is about. As such, all Advisory Board and Committee members must sign the Municipal Freedom of Information and Protection of Privacy Act Confidentiality Statement. The Municipal Freedom of Information and Protection of Privacy Act, Section 48, provides for penalties for contravention of the said Act. Examples of personal information include, but are not limited to, the following information about an identifiable individual:
- a) race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status;
 - b) education, medical, psychiatric, criminal or employment history;
 - c) financial transactions involving an individual;
 - d) any identifying number assigned to an individual;
 - e) home address, telephone number;
 - f) fingerprints, blood type;
 - g) personal opinions of or about an individual;
 - h) correspondence between an individual and the Municipality of a confidential nature;
 - i) individual's name if it appears with other personal information or disclosure of the name would reveal other personal information.
- 9.5 The Municipality of Central Elgin CAO|Clerk is responsible for processing all access requests, gives direction to Municipal staff on informal information requests and implements privacy protection practices. If an Advisory Board or Committee Member is unsure about the requirements pertaining to information or a record in their possession, the Advisory Board or Committee Member should contact the Municipality of Central Elgin CAO|Clerk prior to disclosure of any record or information for instruction.

SECTION 10 - MUNICIPAL CONFLICT OF INTEREST ACT

- 10.1 The Municipal Conflict of Interest Act strives to control the actions of elected and appointed Municipal representatives by obliging them to publicly disclose any direct or indirect pecuniary interests they have in a matter before Council, Committee and Advisory Boards or Committees.
- 10.2 Conflict of interest legislation is limited to pecuniary interests. The term 'pecuniary interest' is not defined in the Municipal Conflict of Interest Act, but includes direct, indirect and deemed pecuniary interests. Its dictionary definition is 'to relate to money'.

- 10.3 The Municipal Conflict of Interest Act captures several scenarios that are not immediately apparent as conflicts:
- a) A direct or indirect pecuniary interest is a financial interest that an Advisory Board or Committee Member (which includes an Advisory Board or Committee Member's parent, spouse, partner, child (not restricted to a person 18 years of age. It includes natural children, adopted children, and those or treated as child. Accordingly, stepchildren, nephews and nieces, foster children)) or controlling interest in a corporation, has in a matter before an Advisory Committee or Board;
 - b) An Advisory Board or Committee Member who is a partner of a person, or who is in the employment of a person or body that has a pecuniary interest in a matter must declare a conflict of interest;
 - c) Whether the financial interest is positive or negative is immaterial for the purposes of Municipal Conflict of Interest;
 - d) Municipal Conflict of Interest Act lists a number of conflicts of interest that do not need to be declared under the statute.
- 10.4 If an Advisory Board or Committee Member has a Conflict of Interest the Municipal Conflict of Interest Act requires:
- a) the Advisory Board or Committee Member to disclose the pecuniary interest;
 - b) the Advisory Board or Committee Member to not influence before, during or after a vote;
 - c) the Advisory Board or Committee Member to not participate in the discussion or decision making;
 - d) the Advisory Board or Committee Member to leave the room, if the matter is dealt with in-camera under the provisions of the Municipal Act, 2001;
- 10.5 In the event of an alleged contravention, an elector may bring an application before a Judge of the Ontario Court of Justice for a determination of whether an Advisory Board or Committee Member has contravened the Municipal Conflict of Interest Act.

SECTION 11 - ADVISORY BOARD AND COMMITTEE MEMBER HEALTH AND SAFETY

- 11.1 Advisory Board and Committee Members should never be asked to do anything unsafe, and have the right to refuse any request, function or activity they feel is unsafe. The Municipality of Central Elgin has a wide range of interactions with Advisory Board and Committee Members and therefore expects that different approaches shall apply to different Advisory Board and Committee activities.
- 11.2 It is important that approaches be designed within an overall policy framework across the entire Municipality of Central Elgin. The health and safety of Advisory Board and Committee Members is paramount and will be managed in accordance with the same principles and processes as that of Members of Council and staff.
- 11.3 All Advisory Board and Committee projects will comply with the Occupational Health and Safety Act and Regulations, and the Municipality of Central Elgin Occupational Health and Safety Policies. Health and safety instruction and training relevant to the specific Advisory Board and Committees will be provided to Advisory Board and Committee Members based on their specific Advisory Board and Committee Health and Safety Profile, which shall include access to the Municipality of Central Elgin Health and Safety Policy Manual.
- 11.4 Training for Advisory Board and Committee Members shall comprise of a health and safety introduction and specialized training or continuing training as required for each specific Advisory Board and Committee. The introduction shall ensure that Advisory

Board and Committee Members understand their duties, rights, responsibilities, health and safety issues and accident and emergency procedures.

- 11.5 Advisory Board and Committee Members shall have the following responsibilities:
- a) Be familiar with the applicable requirements of the Municipality's Health and Safety Policy and the Occupational Health and Safety Act and Regulations, and ensure compliance with the same;
 - b) Take every possible precaution to protect themselves, fellow Advisory Board and Committee Members and the public from health hazards and unsafe situations;
 - c) Properly wear and use personal protective equipment where required;
 - d) Familiarize themselves with the location and operation of all safety equipment including first-aid kits and fire extinguishers;
 - e) Be responsible for the prompt reporting to their Chair, Member of Council or staff person of health and safety hazards, unsafe acts or conditions, accident and injuries;
 - f) To not engage in any prank, contest, feat of strength, unnecessary running or rough boisterous conditions.
- 11.6 Advisory Board and Committee Members must report all accidents and injuries to their Chair, Member of Council or staff person immediately. The Chair, Member of Council or staff person shall notify the Health and Safety Committee of the accident or injury immediately.
- 11.7 Advisory Board and Committee Members are prohibited from using or possessing illicit drugs, alcohol or using prescription drugs in any way that is illegal. Municipality of Central Elgin Advisory Board and Committee Members under the influence of drugs and/or alcohol will not be tolerated, and will result in the Advisory Board and Committee Member's dismissal.

SECTION 12 - INSURANCE AND LIABILITY

- 12.1 The issue of liability is based on the principle that people are responsible for their conduct in the course of daily activities. Failure to conduct oneself in a responsible and reasonable manner could result in a tort. A tort is a civil wrong as opposed to a criminal wrong and occurs when negligent conduct results in some injury to others. Negligent conduct can include acts of commission or omission. The resulting damage might be to either person or property.
- 12.2 Advisory Board and Committee Members, inclusive of Student, Affiliate and single day volunteers, while acting within a specific Advisory Board and Committee established mandate and under the control and direction of the Council of the Municipality of Central Elgin are covered by the Municipality of Central Elgin General Liability Insurance Policy. Advisory Board and Committee Members acknowledge the following:
- a) Advisory Board and Committee Members shall not be covered by Workplace Safety Insurance Board coverage.
 - b) Advisory Board and Committee Members will abide by all applicable Municipal by-laws, policies and rules, as may be amended from time to time.
 - c) Advisory Board and Committee Members will not use facilities, equipment and property owned by the Municipality without approval of a Municipal staff person, and will not use them for personal purposes.

SECTION 13 - ADVISORY BOARD & COMMITTEE MEMBER RECOGNITION PROGRAM

- 13.1 The Council of the Municipality of Central Elgin shall every four years, in the final year of a term of Council recognize Advisory Board or Committee Members and Community Volunteers by hosting a Volunteer Appreciation Night. All Advisory Board and Committee Members and Community Volunteers will have the opportunity to attend and celebrate volunteerism in the Municipality of Central Elgin.