



## CODE OF CONDUCT FOR MEMBERS OF ADVISORY COMMITTEES

<i>Approved By:</i>	Council (CS-CLK09-039.1)
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<i>Revision Date:</i>	

The purpose of an advisory committee is to provide informed advice and guidance and to facilitate public input to City Council on programs and ideas.

Council recognizes the value of the impartial and objective advice received from advisory committees, and the challenges and inherent restrictions facing committee members 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 and shall be applicable to all members of the City of Waterloo's existing Advisory Committees, listed below, and any future advisory committees established by Council, with the exception of Committees specifically named in the Code of Conduct for Members of Council:

- Ambassador Committee
- Advisory Committee on Culture
- Clair Lake Community Task Force
- Laurel Creek & Sanitary Trunk Sewer Task Force
- Public Engagement Guidelines committee
- Recreation & Leisure Services Advisory Committee
- Safe & Healthy Communities Advisory Committee (added)
- Transportation & Trails Advisory Committee
- UpTown Vision Committee
- Volunteer Services Advisory Committee
- Waterloo Citizens Environmental Advisory Committee
- Waterloo Economic Development Committee
- Waterloo Park Committee

### **Definitions**

“Relative” means a person’s spouse, common-law spouse, same-sex partner, child, parents, siblings or a spouse of any of the foregoing.

“Child”, “parent”, “spouse” shall have the meanings ascribed to them in the Municipal Conflict of Interest Act.

- I. Advisory Committee members shall, when conducting Committee business, preparing written correspondence, interacting with Members of council, the media, the public or staff, act in a manner that:

- a) fulfils the mandate and mission statement of the 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, the public and staff;
- 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. In the performance of his or her duties, a member of an Advisory Committees shall not:

- a) place him or herself in a position where the member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
- b) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise;
- c) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or his or her immediate relative;
- d) place his or herself in a position where the member could derive any direct benefit or interest from any matter about which he/she 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. Where an Advisory Committee member believes he or she has a conflict of interest in a particular matter, he or 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 or the 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.

4. Where the number of members who by reason of conflict are disqualified from participating in a meeting is such that the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum provided such number is not less than two.
5. A request for an investigation of a complaint that a member of an Advisory Committee has contravened the Code of Conduct shall be:
  - a) made in writing, setting out reasonable and probable grounds for the allegation that a member has contravened the Code of Conduct and signed by an identifiable individual (which includes the authorized signing officer of an organization);
  - b) filed with the City Clerk who shall present the request to Council in a closed meeting of Council.
6. Council shall consider the request and may direct that the Integrity Commissioner, or such other person as Council may deem appropriate, undertake further investigation of the complaint.
7. Council, in its sole discretion, and with or without referring the request for an investigation to the Integrity Commissioner may determine:
  - a) that there has been no contravention of the Code of Conduct; or
  - b) that a contravention occurred although the member took all reasonable measures to prevent it; or
  - c) that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith;
  - d) that the member has contravened the Code of Conduct and take any of the possible corrective actions outlined in the Conduct of Conduct for Members of Council.