

Advisory Committee and Task Force Handbook



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Welcome

On behalf of the City of St. Catharines, congratulations on your appointment to one of the City's Advisory Committees and Task Forces. As a member, you play an important role advising City Council on key areas like the environment, arts, accessibility, recreation and equity. Whether it's your first time being appointed or you've come back for another term, through your involvement I think you'll find that being a member is a great way to meet new people, enhance your skill set and learn more about local government.

The purpose of this guide is to provide you with an introduction to the City of St. Catharines and a foundation for how Advisory Committees and Task Forces function. In addition to the fundamentals, this handbook also includes links to, or copies of, pertinent legislation, City policies, and bylaws which will assist you as a member.

The Office of the City Clerk is here to assist you throughout your tenure, so please reach out if you have any questions or concerns.

Thank you for volunteering your time, energy and enthusiasm.

We trust you will have a rewarding experience.

Kristen Sullivan
City Clerk

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time, energy and enthusiasm.**

The City at a Glance

Through your work as a Committee or Task Force member you are supporting the work of the City of St. Catharines. This section will provide you with a snapshot of the City, its operations and its governance structure.

St. Catharines is a lower-tier municipality within the upper-tier municipality of the Niagara Region (there are 12 lower-tier municipalities that make up Niagara). St. Catharines is home to 135,000 residents, with the city split into six wards - Merritton, St. Andrew's, St. George's, St. Patrick's, Grantham and Port Dalhousie.

The City employs approximately 615 full-time staff and 450 part-time / temporary staff, with an annual operating budget of approximately \$125 million and a supporting Capital Budget of approximately \$72 million. City staff implement the vision and objectives set by City Council using the budget approved by Council.

City Departments

The City is made up of multiple departments, each with different divisions and responsibilities. Below is a brief overview of the role of each department to give you an idea of how they contribute to the success of the Corporation (note: the list below is not a definitive listing of the contributions of each department).

Office of the Mayor

The Office of the Mayor provides administrative support to the Mayor, including responding to requests from the public, providing information and support to residents and businesses, organizing ceremonies and representing the Mayor at meetings and in the public as required.

Office of the Chief Administrative Officer

The Chief Administrative Officer (CAO) provides strategic direction for City departments and implements policies as determined by City Council. The divisions of Emergency Management, Diversity, Equity and Inclusion and Corporate Communications report directly to the Office of the CAO.

Corporate Support Services

Corporate Support Services provide strategic services related to the operations of the City, including human resources, employee retention and management, accessibility, information technology and customer service.

Community, Recreation and Culture Services

Community, Recreation and Culture Services provides recreation and leisure programs, arts and cultural services and parks and facility services to residents and visitors. Some of the facilities where programming is offered include The St. Catharines Museum and Welland Canals Centre, the Morningstar Mill, the Port Dalhousie Carousel, the City's three older adults centres, the City's two recreation centres, the St. Catharines Kiwanis Aquatics Centre and the City's arenas.

Economic Development and Tourism Services

Our Economic Development and Tourism Services department encourages the expansion and retention of businesses in the city, administers the City's physician recruitment incentive program, oversees the St. Catharines Enterprise Centre and identifies resources to promote and grow the tourism industry in St. Catharines.

Engineering, Facilities and Environmental Services

Engineering, Facilities and Environmental Services provides planning and engineering support for City roads, infrastructure, water systems and buildings; air quality testing; water quality testing and water conservation; pollution control; and aerial mapping and land surveying.

Financial Management Services

Financial Management Services provides financial guidance for the City and is responsible for the distribution and processing of water bills, taxes and parking payments; account payable; procurement; preparing the capital budget, operating budget, water / wastewater budget and rates and fees; and overseeing the management of the City's realty properties and insurance portfolio.

Fire Services

Fire Services is responsible for fire suppression; communications and emergency dispatch; ongoing fire training programs; public fire safety and fire prevention programs.

Municipal Works

Municipal Works maintain roads, sidewalks, culverts, ditches, water courses, parks, sports fields, green spaces and recreational facilities across the city. Staff also maintain the City's fleet of vehicles and provide winter control services, including salting, sanding and plowing.

Planning and Building Services

Planning and Building Services approve and issue building permits; enforce the Ontario Building Code Act and Building Code; review development proposals; enforce by-laws; develop the City's Official Plan and zoning by-law; process applications for Official Plan amendments, zoning by-law amendments and site plan approvals; manage the approval of Heritage Permits; administer the City's Committee of Adjustment.

Legal and Clerks Services

Legal and Clerk Services provides legal services to City staff and City Council and prosecute matters on behalf of the Corporation (e.g. fire code violations). Staff oversee the official records of the municipality; administer elections; issue licences for marriages and lotteries; coordinate council and committee meetings; process freedom of information requests; and perform civil marriage ceremonies.

Clerks Division

The Office of the City Clerk, which is part of Legal and Clerks Services, oversees the City's Committees and Task Forces. Staff are available to help should you have any questions or concerns while serving as a member.

Clerk's Staff and Contact Information

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The City's Governance Structure

City Council

The governing body for St. Catharines is City Council, which is comprised of 12 councillors (two per ward) and the Mayor. The Mayor also serves as a member of Niagara Regional Council.

The current Mayor and councillors were elected in October 2022 and will serve a four-year term ending in fall 2026.

Mayor and City Councillors

Mayor Mat Siscoe

Ward 1 Merritton – Jackie Lindal and Greg Miller

Ward 2 St. Andrew's – Matt Harris and Joe Kushner

Ward 3 St. George's – Mark Stevens and Kevin Townsend

Ward 4 St. Patrick's – Robin McPherson and Caleb Ratzlaff

Ward 5 Grantham – Dawn Dodge and Bill Phillips

Ward 6 Port Dalhousie – Carlos Garcia and Bruce Williamson

Council Meetings

Council meets bi-weekly, approximately every other Monday, at 6 p.m. inside Council Chambers at City Hall (50 Church Street). Council meetings are open to the public in person and can also be viewed on YourTV and streamed on the City's YouTube Channel (www.stcatharines.ca/YouTube).

In addition to approving the City's budgets and shaping the strategic direction of the City, the members of Council also approve the City's Committee and Task Force structure and members. Additional information on City Council is available at www.stcatharines.ca/Council

Standing Committees

A standing committee is a committee established by Council to carry out duties on an ongoing basis. Standing committees are comprised entirely of members of Council and report directly to Council. The Budget Standing Committee is the City's only Standing Committee.

Quasi-Judicial Committees

A quasi-judicial committee is a committee established by Council with authority or power, granted by provincial statute or regulation, to make binding decisions. Quasi-Judicial Committees do not report to City Council for approval. The City has two Quasi-Judicial Committees.

1. The Committee of Adjustment (holds public hearings and makes decisions on applications for consents and minor variances)
2. The Property Standards Appeal Committee (hears public appeals of property standards orders issued under the Ontario Building Code and the City's Property Standards By-law)

Advisory Committees

Advisory Committees provide input and recommendations to staff and City Council on topics identified in a committee's Terms of Reference. The membership of each committee is comprised of representatives of the community but can also include individuals from specific organizations and representatives from other committees.

As the name suggests, Advisory Committees provide input and recommendations of an advisory nature and help inform, not direct, the decision-making process. Advisory Committees do not make decisions on behalf of City Council unless authority has been delegated to an Advisory Committee. Advisory Committee members and committees cannot direct staff. Meetings are open to the public, with less formal procedures compared to Council or Standing Committee meetings.

Advisory Committees (as of June 2023)

1. Accessibility
2. Anti-Racism
3. Arts and Culture
4. Environmental Stewardship
5. Equity and Inclusion
6. Heritage
7. LGBTQ2+
8. Museum
9. Older Adults
10. Ontario Street Corridor Secondary Plan Neighbourhood*
11. Recreation Master Plan

**Members are limited to specific geographic areas around the Ontario Street area*

Task Forces

Task Forces provide input on a specific topic and within a defined end date. Once the objective of the Task Force is completed, the task force is dissolved. Similar to Advisory Committees, Task Forces provide input and recommendations on topics, but unless authority has been delegated, Task Forces do not make decisions on behalf of City Council. The membership composition of Task Forces is also similar to Advisory Committees in that each Task Force includes members of the community and may also include representatives from other organizations and committees. Meetings are open to the public, with less formal procedures compared to Council or Standing Committee meetings.

Task Forces (as of June 2023)

1. 2029 Historic Welland Canals
2. Citizen Task Force to Review Council Remuneration for Council, Boards, Agencies and Commissions
3. Clean City
4. Development Studies
5. Fallen Firefighters Memorial
6. Neal Peart Commemorative
7. Special Event Fee Reduction*

**Members are appointed from other committees / task forces*

Advisory Committees and Task Forces Terms of Reference

Each Advisory Committee and Task Force operates within Terms of Reference approved by City Council. The Terms of Reference are the framework for your Committee or Task Force and as a member you should familiarize yourself with them as they form the foundation for the topics that will be discussed at your meetings. Each Term of Reference includes the following:

- A statement of purpose
- Composition
- Term of appointment
- Reporting structure
- Schedule of meetings

All Terms of Reference can be found here: www.stcatharines.ca/Committee

Authority and role of Advisory Committees and Task Forces

- Advisory Committees and Task Forces are advisory only and do not exercise any power or authority and do not have decision making powers, unless authorized by Council.
- Advisory Committees and Task Forces provide input to staff and City Council but do not direct staff or City Council.
- Input from Advisory Committees and Task Forces is valued by staff and City Council; however, City Council and staff are not required to implement the advice or recommendations from an Advisory Committee or Task Force. There may also be additional considerations beyond the input from Committees and Task Forces that factor into Council and staff's decision-making process.
- Staff and Council may also seek input from other organizations and individuals.
- Advisory Committees and Task Forces can only consider matters set out in their Terms of Reference and within the decision-making jurisdiction of City Council, unless otherwise directed by Council.
- Advisory Committees and Task Forces cannot consider a matter that:
 - was previously decided by Council, without direction from Council to do so;
 - is contrary to a policy, decision or direction given by or approved by City Council; or
 - pertains to matters where legally binding commitments or negotiations are in place.

Reporting to Council

Information from Advisory Committees and Task Forces is communicated to City Council via the minutes of their meetings. If a recommendation from a Committee or Task Force requires action by staff outside of staff's typical work or work plan, or outside of the typical support / administrative role of staff, the recommendation must be requested in a motion duly passed by the Committee or Task Force with a request that the matter be considered by Council. This process is administered by City staff.

Minutes are placed on each Council agenda for the ease of Council to review. Any councillor may pull the minutes for discussion or to refer specific items to staff or to a Committee or Task Force for further information.

Roles and Responsibilities

Professional Working Relationship and Conduct

Advisory Committee and Task Force members should strive to maintain a professional working relationship with each other, Council and City staff. All partners in the relationship should demonstrate a commitment to communication, civility and consultation among themselves and the public.

Accuracy and transparency is the backbone of democracy. With this mind, as a member you must accurately communicate the decisions of Committees, Task Forces and Council and respect the decision-making process of each, even if you disagree with the decisions that have been made.

Some Advisory Committees / Task Forces are afforded a profile in the community. As a result, members may be engaged in activities that put them in direct contact with residents and various organizations. Advisory Committee / Task Force members shall maintain a professional, courteous manner at all times when interacting with the public.

Responsibilities and Expectations of Members:

- Comply with the Code of Conduct for Elected Officials, Local Boards and Advisory Committees (**"Appendix 1" on page 30**).
- Familiarize themselves with the mandate and Terms of Reference of their Advisory Committee / Task Force.
- Understand their Advisory Committee / Task Force's advisory relationship to Council and staff.
- Strive to attend all meetings and arrive on time.
- Respect each members' right to choose how they wish to participate (either electronically or in person).
- Be prepared for meetings by reviewing the agenda and any materials before the meeting.
- Undertake any work assigned, including special projects and research.
- Respect that Staff Liaisons perform their role as liaison in addition to other duties and refrain from directing staff.
- Respect the role and responsibility of the Chair and staff.
- Acknowledge and respect that the Committee / Task Force's recommendations may differ from one's personal opinion.

- Respect the decisions of City Council and understand that Council was duly-elected by the public to make decisions.
- Unless approved by the Advisory Committee / Task Force or Council, a member shall not speak on behalf of the Committee / Task Force.
- In a public forum or publication, clearly identify whether you are speaking in your capacity as an Advisory Committee / Task Force member (with authority as per above), or as an independent individual, where appropriate.

Responsibilities of members before meetings:

- Confirm their attendance with the Staff Liaison.
- If you wish to submit an item for discussion on an agenda, submit the item to the Staff Liaison at least 10 business days in advance of the meeting date. Agenda items must align with the Terms of Reference.
- Prepare for meetings by reading the agenda and any meeting materials supplied.

Responsibilities of members during meetings:

- Actively participate in the discussion and decision-making process.
- Be open-minded and allow for a variety of opinions to be heard.
- Respect the individual worth and dignity of all members, City staff and members of the public who may attend meetings.
- Maintain a high degree of professionalism.
- Ask questions and seek clarification through staff or the Chair.
- Clearly identify any items of pecuniary interest (i.e. conflicts of interest) before they are discussed, and refrain from discussion and voting on these items (The Municipal Conflict of Interest Act is available at <https://www.ontario.ca/laws/statute/90m50>).
- Conduct yourself in a manner that will not cause any harm to the reputation or image of the City or your Advisory Committee or Task Force.
- Participate in voting when the Chair calls for a vote.
- If participating electronically, ensure you have the required technology and applications and are capable of using them for the purposes of a meeting.
- If participating electronically, keep your camera turned on for the duration of the meeting (unless a conflict is declared) so that you're visible at all times to your fellow members.
- If participating electronically, keep your microphone muted when not speaking and unmute when called to speak by the Chair.

Role of the Chair

Responsibilities and Expectations, in addition to those noted for members:

- Understand that the Chair has no authority to make decisions on their own.
- Ensure active participation by all members and ensure that all members are given an opportunity to participate.
- Understand that the Chair does not direct staff or the Staff Liaison and understand that the Chair works in tandem with the Staff Liaison when setting agendas.
- Understand that the Chair is not entitled to information that is not available to other members.

Responsibilities of the Chair before meetings:

- Collaborate with the Staff Liaison to establish agenda items
- With input from the Staff Liaison, understand what action should be taken on each agenda item (e.g. for information only, requires a motion, etc...)
- Understand the meeting material to be discussed, including understanding the motions that will be voted on during the meeting.
- Raise any procedural questions with the Staff Liaison in advance of the meeting.
- In instances of inclement weather, lack of meeting items or potential lack of quorum, work with the Staff Liaison to determine if a meeting should be cancelled.

Responsibilities of the Chair during meetings:

- Declare formally the start and adjournment of meetings.
- Welcome guests, other visitors and new members.
- Facilitate the meeting by taking the members through the agenda in the proper order.
- Manage the discussion to ensure the agenda is completed in a timely manner.
- Rule on procedural matters, as required.
- Keep discussion focused on the agenda items and the order of business on the agenda.
- Conduct meetings impartially and without input on comments raised by members.
- Be open-minded and encourage a variety of opinions to be heard.
- Maintain decorum and ensure fairness and accountability.
- Decide the order in which members speak / ask questions.

- Generally, refrain from participating in the discussion until all members have had an opportunity to speak on a matter.
- Ask questions and call for specific ideas when discussion lacks direction.
- Summarize the discussion, as required.
- Ensure members participating electronically and in person are treated in an equitable fashion.
- Guide members towards making a decision without influencing the way in which members vote.
- Run meetings in a fair and efficient manner so that the will of the majority prevails after all members have had a fair chance to present their point of view.
- Assist the Staff Liaison, when requested by the Staff Liaison.

Responsibilities of the Chair – voting and motions

- Address amendments to a motion prior to voting on the full motion.
- Read the final motion to the members, or make it visible, before voting begins.
- When discussion of an item is finished, ask the members to vote, with those in favour called to vote first, followed by those in opposition.
- Announce the results of all votes.
- If quorum is lost, ensure that no voting takes place.

Election of Chair

The Staff Liaison will conduct the election of the Chair and Vice Chair (or two Co-Chairs) at the first regular meeting of the Committee or Task Force (unless a task force is already established, and its chair is already elected).

All members, including new members, are eligible to serve as Chair or Vice-Chair.

Should multiple individuals wish to serve as Chair or Vice-Chair the decision will be decided by show of hands. The appointment of Chair / Vice-Chair / Co-Chairs is for the entire term.

Role of Staff Liaison

Each Advisory Committee and Task Force is supported by a Staff Liaison who prepares the agendas and minutes for meetings and coordinates the meeting itself. The Staff Liaison may also be a subject matter expert who provides advice to the Committee or Task Force, or other staff may attend meetings to fill this role.

Responsibilities of the Staff Liaison:

- Prepares the agenda, in a format prescribed by the Clerk, in consultation with the Chair and based on ideas submitted by members.
- Coordinates meeting logistics, including adding meetings to the City's website calendar, issuing meeting invitations, booking meeting rooms, arranging parking passes (if needed) and ensuring hybrid meeting requirements are in place.
- Distributes minutes and agendas via email in advance of meetings.
- Records the meeting proceedings and decisions without additional note or commentary.
- Prepare the minutes, in a format prescribed by the Clerk, without input from the committee or chair.
- When Council has asked an Advisory Committee or Task Force to provide comments on a matter, the Staff Liaison shall arrange for the matter to be added to the agenda for discussion.
- Remain impartial to all members.
- Not participate in any voting unless otherwise provided in the terms of reference
- Be mindful of any recommendations that contradict with the City's by-laws or policies, regulations, or Council decisions.
- If it's believed that an item must be discussed in closed session, the Staff Liaison will consult with the Office of the City Clerk prior to the meeting.

Member / Staff Relationship

Healthy dialogue, mutual respect and a shared interest in pursuing the common good all contribute to the success of Advisory Committees and Task Forces. As a member, you will be working with other members and staff, so it's important that the relationship between all parties be maintained and strengthened during the term.

Below are some key points from the Staff-Council Relations Policy (**"Appendix 2" on page 42**) to follow while serving as an Advisory Committee or Task Force member:

- Members and Staff shall recognize that positive relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the City.
- Members and Staff shall relate to one another in a respectful, professional and courteous manner.
- Members and Staff shall understand and respect each other's respective roles and responsibilities.
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

In addition to the above, it's important to remember that staff perform the role of Staff Liaison in addition to their regular work. As such, members should respect the time commitments required of staff.

Members, including the Chair, cannot direct any City staff, including the Staff Liaison.

Staff Liaisons are appointed by the CAO and can be changed without notice during the term of the Committee or Task Force.

Role of Council / Councillors

- Councillors are not members of Advisory Committees or Task Forces, unless the Terms of Reference provide otherwise.
- Councillors are welcome to attend and observe any open meetings but are not allowed to vote on items, unless the Terms of Reference provide otherwise.
- Councillors shall avoid the improper use of the influence of their office and act without self-interest.
- Councillors should not speak on behalf of or represent the whole of Council when speaking, except if asked to clarify or explain decisions that have been made by Council relating to a matter being discussed at the meeting.
- The Code of Conduct governing City Councillors is still applicable at Committee / Task Force meetings.
- Council may approve, amend, refer or propose other resolutions, as Council deems appropriate, that are brought forward by Advisory Committees or Task Forces.
- Council approves appointments to Advisory Committees / Task Forces. Members serve at the pleasure of City Council and are also subject to removal by Council.

Applicable Policies

As a Committee or Task Force member you are governed by all applicable legislation, City by-laws and policies for the conduct of meetings and activities, including but not limited to:

- Code of Conduct for Elected Officials, Local Boards and Advisory Committees
- Simplified Meeting Procedures for Advisory Committees and Task Forces
- Public Appointments Policy
- Municipal Act
- Municipal Conflict of Interest Act
- Accessibility for Ontarians with Disabilities Act and Regulations
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Code of Conduct for Elected Officials, Local Boards and Advisory Committees

The City's Code of Conduct for Elected Officials, Local Boards and Advisory Committees applies to all members of Committees and Task Forces. The Code of Conduct provides guidance to members by way of establishing a set of principles to support them in conducting the business of a Committee / Task Force in a manner which promotes public confidence. A copy of the Code of Conduct is attached to this Handbook as ["Appendix 1" on page 30](#).

The Code of Conduct includes several key areas:

- The role of staff
- Member conduct
- Gifts and benefits
- Treatment of Confidential information
- Improper use of influence.
- Discrimination and influence
- Conflicts of interest

Violations of the Code of Conduct may be subject to an investigation by the City's Integrity Commissioner. Members may also be subject to remedial actions recommended by the Integrity Commissioner that directly flow from their action or behaviour.

Simplified Meeting Procedures

Advisory Committee and Task Force meetings are governed by the City's Simplified Meeting Procedures ("**Appendix 3**" on page 46). These procedures set out the manner in which meetings are structured and to be conducted. Key points from the Simplified Meeting Procedures are noted later in this handbook.

Whether you're a new member or returning, it is highly recommended that you review the simplified meeting procedures prior to your first meeting.

Conflict of Interest

It is the responsibility of Advisory Committee / Task Force members to declare a conflict of interest and refrain from participating in discussions or voting on items where they have a pecuniary interest. Members must declare their own conflict of interest – a member cannot declare a conflict of interest on behalf of someone else.

Conflicts of interest are to be declared during the meeting, but as a best practice, notice should be given to the Chair and Staff Liaison in advance of the meeting to let them know that you will be declaring a conflict.

The Municipal Conflict of Interest Act is available online at <https://www.ontario.ca/laws/statute/90m50>

If you declare a conflict

Regardless of whether you're participating in-person or electronically, you are not to participate in the conversation or vote on any item for which you've declared a conflict.

If you're participating in person, physically move yourself from the table. This visually communicates that you've removed yourself from the conversation. If you're participating electronically, turn off your camera, as doing so communicates that you're not visible for the conversation.

A written statement regarding the conflict of interest must be submitted to the Office of the City Clerk. Copies of the conflict of interest form are available at www.stcatharines.ca/COIForm and can also be obtained by contacting your Staff Liaison.

Vacancies and Recruitment

The Public Appointments Policy, attached as "**Appendix 4**" on page 58, outlines the City's fair and equitable approach for recruiting, selecting and appointing members.

Applications for Advisory Committees and Task Forces are evaluated by a nominating panel, which is typically comprised of the Staff Liaison for the Committee or Task Force, a member of the Senior

Leadership Team, a community representative and a member of council. Applications are evaluated based on a consistent matrix and within the parameters and guiding principles of the Public Appointments Policy.

For vacancies, a Committee or Task Force may be asked to identify membership gaps to assist in recruitment and to ensure the nominating panel understand the needs of the Committee / Task Force when evaluating applications.

Recommendations for appointment by the nominating panel, along with a list of all applicants and applications, are provided to Council for approval.

Members Running for Office

Members who run for any elected office shall take a leave of absence while doing so. For Municipal Election candidates, the leave must begin no later than the day the member files their nomination papers with the City Clerk's Office.

Eligibility for Appointment

For all members, appointment to an advisory Committee or Task Force is conditional upon meeting the following criteria for the duration of their term:

- Reside in St. Catharines or be the owner or tenant of land there, or the spouse of such owner or tenant;
- Be at least 18 years old (however, one member of each Advisory Committee or Task Force may be between the ages of 14 and 18);
- Not be prohibited from voting in a Municipal Election, as per the Municipal Elections Act or otherwise by law; however, individuals who are not Canadian citizens but reside in St. Catharines are eligible to be public members of Advisory Committees and Task Forces;
- Other exceptions to eligibility requirements may be identified in the terms of reference or establishing by-law;
- If a member's company, business or employer is hired by the City of St. Catharines, the member shall disclose the employment situation immediately to the City Clerk;
- If a member becomes employed by the City of St. Catharines, they shall immediately resign.

If there is any change in your personal circumstances as described above that impacts your eligibility to serve on a Committee or Task Force, you must notify your Staff Liaison or the City Clerk's Office.

Meetings

Advisory Committees and Task Forces meet based on the frequency specified in their Terms of Reference.

Agendas and Preparing for Meetings

An agenda is required for every meeting. If a member would like an item to be added to an agenda, the item must be submitted to the Staff Liaison within 10 business days before the meeting. The Chair, in consultation with the Staff Liaison, set the agenda. Agenda items must be within the Committee / Task Force's mandate, as outlined in the Terms of Reference, to be added to the agenda.

The Staff Liaison prepares the agenda, in a format prescribed by the Clerk, and distributes the agenda at least five days, where feasible, in advance of meetings. Special meetings may be called by the Chair or Staff Liaison, on 24 hours' notice, when exceptional or urgent circumstances require a meeting.

Members are expected to prepare for meetings by reading the agenda and any meeting materials in advance and being ready to discuss the items.

Items Not Appearing on Agendas

In accordance with the principles of notice, transparency and openness, items that are not listed on the agenda shall not be discussed at a meeting, unless a majority of the members vote in favour of adding the item to the agenda. This should be reserved for matters of urgency.

Meeting Format

Meetings will be held in a hybrid meeting format, allowing for both in-person and electronic participation, when the technology is available to the satisfaction of the City Clerk.

For those who wish to participate electronically, participation will be via Microsoft Teams. If a member chooses to participate electronically it is their responsibility to ensure they have Teams downloaded onto their device and to be comfortable using the application.

The same procedural processes and expectations regarding behaviour and conduct extend to members who choose to participate electronically.

A Committee or Task Force cannot require a member or members to participate in person or electronically. Unless all members are participating electronically, the meeting Chairs must participate in person.

Meetings are Open

Meetings are open to the public. Notice of meetings is provided to the public by posting the time and place of the meeting on the City's website, together with a copy of the agenda. This is done by the Staff Liaison.

The City's website meeting calendar is available at www.stcatharines.ca/Calendar

Agendas and minutes for meetings, as well as City Council and Budget Standing Committee meetings, are available at www.stcatharines.ca/Agendas

Meetings are held in City facilities that can accommodate hybrid meetings and are accessible to the public. The location of meetings must be approved by the City Clerk.

To ensure accountability and transparency, Committee and Task Force decisions are made at meetings in an open setting. With the exception of closed meetings (see below) all agendas and minutes are available to the public, and the public is allowed to attend meetings. A Committee / Task Force may hear delegations from the public at its discretion. No person shall be excluded from a meeting except for improper conduct.

Members shall not discuss or deal with a matter that advances the business or decision making of the Advisory Committee or Task Force outside of open meetings – including through electronic communications (i.e. debating or providing an opinion on an agenda item via email before the meeting is held).

When to hold Closed Meetings

On rare occasions it may be necessary for a Committee or Task Force to meet behind closed doors (where the public and media are not permitted to attend). Section 239 of the Municipal Act, as amended, sets out the reasons a Committee or Task Force may hold a Closed Meeting. No voting can be done behind closed doors - with the exception of procedural matters. When a matter is discussed in closed session, and where the matter remains confidential, members cannot disclose the content of the matter discussed or the substance of the discussions.

If it is believed that a Committee or Task Force needs to hold a closed meeting, the Staff Liaison must consult with the Office of the City Clerk prior to holding the meeting.

Attendance and Quorum

Quorum is the minimum number of members required to be present in order to conduct business at a meeting. For Advisory Committee and Task Force meetings, quorum requires a simple majority of the members to be present (over 50% of members). The chart below notes the number of people who must attend a meeting in order for quorum to be achieved.

A few notes about quorum:

- Vacancies are not counted towards quorum.
- If someone declares a Conflict of Interest for an item, their inability to participate in that item does not count towards calculating quorum.

Number of Committee Members	12	11	10	9	8	7	6	5	4	3
Members needed for Quorum	7	6	6	5	5	4	4	3	3	2

In the event quorum is not achieved within 15 minutes of the scheduled start time, or if quorum is lost during a meeting for a period of 15 minutes, or the member leaving indicates that they will not return to the meeting, the Staff Liaison will record the names of the members present and the meeting will stand adjourned until the next scheduled meeting, or at the call of the Chair.

Importance of attendance

By applying for an Advisory Committee or Task Force you made a commitment to serve as a member; as such, you should strive to attend every meeting. Not only does regular attendance ensure better discussion at meetings, but it also helps ensure that quorum is met.

Where possible, provide notice of your anticipated attendance to the Staff Liaison prior to each meeting and communicate any changes in availability as soon as possible.

Cancellation of Meetings

The Staff Liaison will provide notice if a meeting must be cancelled due to a lack of quorum, a lack of agenda items or inclement weather.

Motions

A motion is a formal proposal made by a member during a meeting to express a position or authorize an action. Possible motions may include:

- Approve the minutes of a previous meeting.
- Defer an item until a specified date.
- Approve an item on the agenda.
- Adjourn a meeting.

Managing Motions

Motions must be within the scope of the Committee or Task Force's Terms of Reference and mandate and relate to an item on the agenda for the meeting.

The following describes the process for managing motions during a meeting:

1. A member moves a motion with clear, succinct and actionable language (i.e. to approve, support, etc.). No seconder is required.
2. The committee discusses the motion and may make amendments* to the wording of the motion.
3. Once discussion has ended, the Chair clearly states or displays the motion and calls the vote by first asking those in favour to raise their hands, followed next by those opposed to raise their hands.
4. The Chair announces the result of the vote as "Carried" or "Lost."
5. The Staff Liaison records the motions and notes the decision.

**An amendment is a change to a motion by adding, deleting or substituting a word or words without materially altering the intent of the motion. It must be relevant to the topic in the main motion and cannot alter the intention of the main motion. For example, a motion to "commend the President for his work" may not be amended by replacing the word "commend" with "condemn," as that would alter the intention of the main motion.*

Minutes of Meetings

The Staff Liaison prepares minutes following every meeting. The minutes are a record of the decisions that were made, not a transcript of the discussion that took place.

The minutes are prepared without input from the Committee / Task Force or Chair and in a format prescribed by the Clerk. This is done to ensure the minutes are an appropriate record of the meeting.

Minutes from the previous meeting are brought forward for approval at the next regular meeting of the Advisory Committee or Task Force. When the minutes are brought forward, a member can bring forward errors in the minutes that require correction (e.g. a typo, a member incorrectly listed as being present / absent, an incorrect listing of a decision). A motion to approve the minutes of a previous meeting is not an opportunity to re-open discussion about an item.

Communications and Public Engagement

Website and Social Media

Each Committee and Task Force is given a page on the City's website. The page may be used to promote activities of the Committee / Task Force, pending review and approval by the City's Corporate Communications division, as well as included, where appropriate, in the City's calendar of events. Committee webpages cannot be used to advocate for issues or link to third-party websites. Only the Staff Liaison can edit a Committee or Task Force's webpage.

Members cannot create or manage a social media account for a Committee or Task Force. Pending approval by Corporate Communications, the City's official social media channels may be available for the promotion of Committee and Task Force initiatives, as well as other supports such as graphics / collateral creation (posters, brochures) and media relations.

Public Engagement and Surveys

Committees and Task Forces cannot perform their own surveys or forms of public engagement. Requests for public engagement are to be facilitated through the Staff Liaison and through the use of the City's existing resources.

As noted previously, Staff Liaisons perform functions beyond their work with Committees and Task Forces; therefore, consideration must be given for the Staff Liaison's time and availability prior to a Committee or Task Force contemplating any form of public engagement.

City Logo

Committees and Task Forces shall not use the City's logo without prior permission from the City's Corporate Communications division. Committees and Task Forces cannot create their own logos.

Media Relations

Members may not speak to the media without prior approval by the City's Corporate Communications division. If a member is contacted by the media, the member shall contact the Staff Liaison and inform the Staff Liaison of the nature of the media request, who will then review the request with Corporate Communications. Committees are encouraged to pick an official spokesperson for media interview purposes, such as the chair or vice chair, to speak to the media along with the Staff Liaison about matters within the committee's mandate.

Members shall not proactively contact members of the media about Committee or Task Force initiatives. Media relations related to Committee and Task Force projects is to be facilitated by the City's Corporate Communications division through the Staff Liaison.

Communications Support

Requests can be made by the Staff Liaison to Corporate Communications for assistance in the promotion or public / media awareness of committee events, initiatives and/or engagement – including recommendations and implementation of a communications strategy, where appropriate.

Record Keeping and Privacy

A great deal of records and information is created by the City of St. Catharines. The City is required to manage and retain these corporate records in accordance with provincial legislation (the Municipal Act, and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)), as well as the City's records retention and destruction by-law (By-law 2006-264) and all associated records policies.

Records

A record is defined in MFIPPA as "any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, this may include correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof, and (b) subject to the regulations, any record that is capable of being produced from a machine readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution."

As a member, any records you create or have in your possession that relate to the business of the Committee or Task Force are considered corporate records.

Through MFIPPA, anyone has a right to request access to corporate records – which includes Committee and Task Force records.

As a best practice, you should keep records related to your Committee / Task Force membership organized and accessible to ensure prompt availability if you are requested to disclose them.

Protection of Privacy

In your role you may come across personal information (for example, the email addresses of fellow members, addresses of members of the public, etc.). You have a responsibility to protect that information, to only use it for the purpose for which it was intended and to take appropriate measures to ensure the personal information is not inappropriately disclosed.

Best practices to protect personal information you may have access to:

- Do not leave records containing personal information in your car, home or in areas where others may have access to it.
- Do not discuss the personal information of others in open areas.
- Do not disclose an individual's personal information without their written consent.

Protection of Your Information

Personal information that the City collects about you as part of your role on a Committee or Task Force is kept confidential and only used by City staff for administrative purposes, such as a Staff Liaison emailing you about an upcoming meeting.

Your name will be posted to the City's website, on your Committee or Task Force's webpage, indicating that you're a member. Your name will also be included in the minutes for all meetings. As a reminder, meetings are open to the public and the public has a right to see and observe you during meetings.

Expense Policy

The City is committed to removing barriers to increase participation in Advisory Committees and Task Forces to ensure Council's decisions are informed by a diversity of voices and perspectives.

The City's Expense Policy for Advisory Committee and Task Force Members (**"Appendix 5" on page 68**) identifies the types of expenses that members may be reimbursed for and outlines the criteria and procedures for claiming expenses.

Per the City's Expense Policy for Advisory Committee and Task Force Members, eligible expenses related to participating in meetings includes:

- Child Care Expenses.
- Specialized Dependant Care Expenses.
- Public Transit / Paratransit Expenses.
- Mileage (must be approved in advance and be part of travel to sites as part of their work on an Advisory Committee or Task Force).

Members of the Committee of Adjustment should contact the Staff Liaison for instructions related to mileage expenses.

The online form for submitting expenses are available at www.stcatharines.ca/Committee

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CITY OF ST. CATHARINES

CODE OF CONDUCT FOR MEMBERS OF COUNCIL, LOCAL BOARDS AND ADVISORY COMMITTEES

1.0 Application & Purpose

1.1 This Code of Conduct applies to all Members of the Council of the City of St. Catharines, including the Mayor and, unless specifically provided, with necessary modifications to all City committees, agencies, boards and commissions, which are defined as local boards in the *Municipal Act, 2001*.

1.2 The purpose of this Code of Conduct is to establish a general standard to ensure that all Members share a common basis for acceptable conduct, and to which all Members are expected to adhere to and comply with. This Code of Conduct augments other laws which Members are governed by and which requires Members to follow the Procedural By-law and other sources of applicable law, including but not limited to:

- *Municipal Act, 2001*
- *Municipal Conflict of Interest Act*
- *Municipal Elections Act, 1996*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Human Rights Code*
- *Occupational Health and Safety Act*
- *Provincial Offences Act*
- *Criminal Code*

2.0 Statement of Principles

2.1 This Code of Conduct is intended to set a high standard of conduct for Members in order to provide good governance and a high level of public confidence in the administration of the City by its Members as duly elected public representatives to ensure that they each operate from a foundation of integrity, transparency, justice, truth, honesty and courtesy.

2.2 The following key statements of principle are intended to guide Members and assist with the interpretation of the Code of Conduct:

- Members shall serve and be seen to serve the public in a conscientious and diligent manner;
- Members shall observe and act with the highest standard of ethical conduct and integrity;
- Members shall avoid the improper use of the influence of their office and act without self-interest;
- Members shall act and are expected to perform their functions with honesty, integrity, accountability and transparency;
- Members shall perform their duties and arrange their private affairs in a manner that promotes public confidence and that will bear close public scrutiny;
- Members shall be cognizant that they are at all times representatives of the City and of Council, recognize the importance of their duties and responsibilities, take into account the public character of their function, and maintain and promote the public trust in the City; and
- Members shall uphold the spirit and the letter of the laws of Canada, Ontario and the laws and policies adopted by Council.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Code of Conduct – the principles are *not* operative provisions of the Code of Conduct and are not intended to be enforced independently as such.

3.0 Definitions

3.1 The following terms shall have the following meanings in this Code of Conduct:

- (a) “CAO” means the Chief Administrative Officer of the City;
- (b) “child” means a child born within or outside marriage and includes an adopted child and a person whom a parent has demonstrated a settled intention to treat as a child of his or her family;
- (c) “confidential information” means information or records that are in the possession, in the custody or under the control of the City that the City is either precluded from disclosing under the *Municipal Act, 2001* or other applicable legislation, its Procedural By-law or any of its other by-laws, policies, rules or procedures, or that it is required to refuse to disclose under the *Municipal Freedom of Information and Protection of Privacy Act* or other legislation;

- (d) “conflict of interest” means a situation in which a Member has competing interests or loyalties between the Member’s personal or private interests and his or her public interests as an elected representative such that it might influence his or her decision in a particular a matter;
- (e) “Council” means the council for the City and includes, as the context may require and with all necessary modifications, any City committee, agency, board or commission, which are defined as local boards in the *Municipal Act, 2001*;
- (f) “City” means The Corporation of the City of St. Catharines;
- (g) “fiduciary” means the obligation of a person in a position of authority to act on behalf of another, assuming a duty to act in good faith and with care, candour and loyalty in fulfilling this obligation;
- (h) “Mayor” means the head of council for the City.
- (i) “meeting” means a regular, special or other meeting of Council or a committee of Council where:
 - (i) a quorum of Members is present, and
 - (ii) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council;
- (j) “Member” means a Member of the Council for the City;
- (k) “non-pecuniary interest” means a private or personal interest that a Member may have that is non-financial in nature and that would be considered by a reasonable person, apprised of all the circumstances, as being likely to influence the Member’s decision in any matter in which the non-pecuniary interest arises, and may include, but is not limited to, an interest that arises from a relationship with a person or entity;
- (l) “parent” means a person who has demonstrated a settled intention to treat a child as a member of his or her family whether or not that person is the natural parent of the child;
- (m) “spouse” means a person to whom the person is married or with whom the person is living in a conjugal relationship outside marriage;
- (n) “staff” means the CAO and all officers, directors, managers, supervisors and all non-union and union staff, whether full-time, part-time, contract, seasonal or volunteer, as well as agents and consultants acting in furtherance of the City’s business and interest;

4.0 General Obligations

4.1 In all respects, a Member shall:

- (a) make every effort to act with good faith and care;
- (b) conduct themselves with integrity, courtesy and respectability at all meetings of the Council or any committee and in accordance with the City's Procedural By-law or other applicable procedural rules and policies;
- (c) seek to advance the public interest with honesty;
- (d) seek to serve their constituents in a conscientious and diligent manner;
- (e) respect the individual rights, values, beliefs and personality traits of any other person, recognizing that all persons are entitled to be treated equally with dignity and respect for their personal status regarding gender, sexual orientation, race, creed, religion, ability and spirituality;
- (f) refrain from making statements known to be false or with the intent to mislead Council or the public;
- (g) accurately communicate the decisions of Council and respect Council's decision-making process even if they disagree with Council's ultimate determinations and rulings; and
- (h) refrain from making disparaging comments about another Member or unfounded accusations about the motives of another Member.

5.0 The Role of Staff

- 5.1 Council as a whole approves the budget, policies and governance of the City through its by-laws and resolutions. An individual Member does not direct nor oversee the functions of the staff of the City.
- 5.2 The City's staff serve Council and work for the City as a body corporate under the direction of the CAO. Inquiries of staff from Members should be directed to the CAO or to the appropriate staff department head.
- 5.3 A Member shall comply with the City's Staff-Council Relations Policy.
- 5.5 A Member shall respect the role of staff in the administration of the business affairs of the City and acknowledge and appreciate that staff:
 - (a) provide advice and make policy recommendations in accordance with their professional ethics, expertise and obligations and that a Member must not falsely or maliciously injure the reputation of staff members whether professional or ethical or otherwise;

- (b) work within the administration of justice and that a Member must not make requests, statements or take actions which may be construed as an attempt to influence the independent administration of justice and, therefore, a Member shall not attempt to intimidate, threaten, or influence any staff member from carrying out that person's duties, including any duty to disclose improper activity; and
- (c) carry out their duties based on political neutrality and without undue influence from any individual Member and, therefore, a Member must not invite or pressure any member of staff to engage in partisan political activities or be subjected to discrimination or reprisal for refusing to engage in such activities.

6.0 City Property

- 6.1 Council is the custodian of the assets of the City. The community places its trust in Council and those it appoints to make decisions for the public good in relation to these assets.
- 6.2 By virtue of their office or appointment, a Member must not use or permit the use of the City's land, facilities, equipment, supplies, services, staff or other resources for activities other than the business of the City. No Member shall seek financial gain for themselves, family or friends from the use or sale of City-owned intellectual property, computer programs, technological innovations, or other patent, trademarks or copyright held by the City, since all property remains exclusively that of the City.
- 6.3 City-issued electronic devices (such as computers, phones or tablets) and City-provided communication networks (such as email) and internet access may be used by Members for personal purposes provided use for access or download or distribution of material that is illegal or of a defamatory, obscene, offensive or sexual nature, or to engage in sporting pools is strictly prohibited. In the event any prohibited material is received by a Member, the material is to be deleted and shall not be forwarded to anyone else.
- 6.4 Members shall ensure any City property in their possession or care as part of their duties is reasonably secured and protected at all times.

7.0 Gifts and Benefits

- 7.1 Any gift to a Member risks the appearance of improper influence. Gifts may improperly induce influence or create an incentive for a Member to make decisions on the basis of relationships rather than in the best interests of the City. A Member shall not accept a fee, advance, gift, gift certificate, cash, hospitality or any form of personal benefit connected directly or indirectly with the performance of his or her duties except as provided in Section 7.2. A gift, benefit or hospitality provided with the Member's knowledge to a Member's spouse, child, or parent, or to a Member's staff that is connected directly or indirectly to the performance of the

Member's duties is deemed to be a gift to that Member. Any doubt concerning the propriety of the gift should be resolved by the Member not accepting or keeping it.

- 7.2 For greater clarity, despite Section 7.1, a Member is entitled to accept any compensation, remuneration or benefits authorized by law but shall **NOT** accept any gift or benefit other than in the following circumstances:
- (a) such gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation;
 - (b) a political contribution otherwise reported by law, in the case of a Member running for office;
 - (c) services provided without compensation by persons volunteering their time;
 - (d) nominal tokens, mementos or souvenirs received as an incident of protocol or social obligation that normally accompanies the responsibilities of elected office or at a function honouring the Member;
 - (e) food, lodging, transportation and entertainment provided by provincial, regional and local governments or any agencies or subdivisions of them or by the federal government or by a foreign government within a foreign country, or by a conference, seminar or event organizer where the Member is either speaking or attending in an official capacity;
 - (f) entrance fees or food and beverages consumed at banquets, receptions or similar events, if:
 - (i) attendance serves a legitimate municipal business purpose related to the normal business of the City,
 - (ii) the person extending the invitation or a representative of the organization is in attendance, and
 - (iii) the value is reasonable and the invitations are infrequent;
 - (g) gifts of nominal value (for example, a baseball cap, t-shirt, flash drive, book, etc.); and
 - (h) any gift or benefit, if the Integrity Commissioner is of the opinion, before the gift or personal benefit has been accepted, that it is unlikely that receipt of the gift or benefit gives rise to a reasonable presumption that the gift or benefit was given in order to influence the Member in the performance of his or her duties;

AND,

except in the case of any gift or benefit described in (b) and (c), the value of a gift or benefit shall not exceed \$300 and the total value of all gifts and benefits received from any one source over any 12-month period shall not exceed \$500.

- 7.3 A Member who has received and accepted a gift or benefit or reached the annual limit pursuant to Section 7.2 shall file with the City Clerk a disclosure of the gift or benefit using the Disclosure Statement set out in Appendix "A" and shall disclose all information indicated on that statement form. The Disclosure Statement shall also be used to disclose to the City Clerk a gift or benefit received by a Member not falling within an exception created by Section 7.2 that the Member shall then transfer to the City. Disclosure Statements filed with the City Clerk are a matter of public record.
- 7.4 A Member shall not seek or obtain by reason of his or her office any personal privilege or advantage with respect to municipal services not otherwise available to the general public and not connected directly or indirectly to the performance of the Member's duties.

8.0 Confidential Information

- 8.1 Members receive confidential information from a number of sources as part of their work as elected officials. This includes information received in confidence by the City that falls under the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* and other applicable privacy laws and information received during closed meetings of Council. Examples of types of information that a Member must keep confidential, unless expressly authorized by Council or as required by law, include, but are not limited to:
- (a) matters related to ongoing litigation or negotiation, or that is the subject of solicitor-client privilege;
 - (b) information provided in confidence, for example the identity of a complainant where a complaint is made in confidence;
 - (c) price schedules in contract tender or Request for Proposal submissions if so specified;
 - (d) personnel matters about an identifiable individual;
 - (e) "personal information" as defined in the *Municipal Freedom of Information and Protection of Privacy Act*; and
 - (f) any census or assessment data that is deemed confidential;
 - (g) a proposed or pending acquisition or disposition of land by the municipality or local board;
 - (h) labour relations or employee negotiations;

- (i) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (j) price schedules in contract tender or request for proposal submissions if so specified; and
- (k) a matter in respect of which a closed meeting may be held under the *Municipal Act, 2001* or another Act

8.2 *A Member shall not disclose the content of any confidential information, or the substance of deliberations, of a closed meeting. A Member has a duty to hold any information received at closed meetings in strict confidence for as long and as broadly as the confidence applies. All confidential documents received at a closed meeting are to be turned into the Clerk at the end of the closed meeting. A Member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any confidential aspect of the closed deliberations to anyone, unless authorized by Council or as required by law.*

8.3 A Member shall not disclose, use or release confidential information in contravention of applicable privacy laws. Members are only entitled to information in the possession of the City that is relevant to matters before the Council, or a committee. Otherwise, Members enjoy the same access rights to information as any other member of the community or resident of the City and must follow the same processes as any private citizen to obtain such information.

8.4 A Member shall not misuse confidential information in any way or manner such that it may cause detriment to the City, Council or any other person, or for financial or other gain for themselves or others.

8.5 A Member shall respect the right to confidentiality and privacy of all clients, volunteers and staff, and should be aware of their responsibilities under applicable legislation, City policies, procedures and rules, ethical standards and, where appropriate, professional standards.

8.6 A Member shall not disclose any confidential information received by virtue of his or her office, even if the Member ceases to be a Member.

9.0 Discrimination and Harassment

9.1 A Member shall treat all members of the public, one another and staff with respect and without abuse, bullying or intimidation and ensure that their work environment is free from discrimination and harassment.

9.2 A Member shall not use indecent, abusive or insulting words, phrases or expressions toward any member of the public, another Member or staff. A Member shall not make comments or conduct themselves in any manner that is

discriminatory to any individual based on the individual's race, colour, ancestry, citizenship, ethnic origin, place of origin, creed or religion, gender, sexual orientation, marital status, family status, disability, age or record of offences for which a pardon has not been granted.

- 9.3 A Member shall comply with the City's "Respect in the Workplace Policy – Harassment & Violence".

10.0 Improper Use of Influence

- 10.1 A Member shall not use the influence of their office or appointment for any purpose other than the exercise of his or her official duties in the public interest.
- 10.2 A Member shall not use the status of their position to influence the decision of another person to the private advantage or non-pecuniary interest of themselves, their parents, children or grandchildren, spouse, or friends or associates, or for the purpose of creating a disadvantage to another person or for providing an advantage to themselves.

11.0 Conflicts of Interest

- 11.1 A Member shall avoid conflicts of interest, both pecuniary and non-pecuniary. A Member shall take proactive steps to mitigate conflicts of interest in order to maintain public confidence in the City and its elected officials. Members are encouraged to seek guidance from the Integrity Commissioner when they become aware that they may have a conflict between their responsibilities to the public as a Member and any other interest, pecuniary or non-pecuniary.

12.0 Council Policies and Procedures

- 12.1 A Member shall observe and adhere to the policies, procedures and rules established from time to time by Council.

13.0 Election Activity

- 13.1 A Member is required to conduct themselves in accordance with the *Municipal Elections Act, 1996* and any City policies pertaining to elections. The use of the City's resources, both property and staff time, for any election-related activity is strictly prohibited. Election-related activity applies to the Member's campaign and any other election campaigns for municipal, provincial or federal office.

14.0 Respect for the Code of Conduct

- 14.1 A Member shall respect the process for complaints made under the Code of Conduct or through any process for complaints adopted by the City. A Member shall not act in reprisal or threaten reprisal against a person who makes a complaint

or provides information to the Integrity Commissioner during an investigation. A Member shall interact courteously and respectfully with the Integrity Commissioner and with any person acting under the direction of the Integrity Commissioner.

- 14.2 A Member shall cooperate with requests for information during any investigations or inquiries under the Code of Conduct. A Member shall not destroy documents or erase electronic communications or refuse to respond to the Integrity Commissioner where a complaint has been lodged under the Code of Conduct or any process for complaints adopted by the City.

15.0 Penalties for Non-Compliance with the Code of Conduct

- 15.1 Where Council receives a report from the Integrity Commissioner that there has been a violation of the Code of Conduct by a Member, Council may impose the following penalties on the Member:

- (a) a reprimand; or
- (b) a suspension of the remuneration paid to the Member in respect of his or her services as a Member for a period up to 90 days.

- 15.2 Council may, on the basis of a recommendation from the Integrity Commissioner, also take any or all of the following actions in furtherance of a reprimand, and require that the Member:

- (a) provide a written or verbal apology;
- (b) return property or make reimbursement of its value or of money spent;
- (c) be removed from or not be appointed to the membership on a committee of Council;
- (d) be removed from or not be appointed as chair of a committee of Council; and
- (e) comply with any other remedial or corrective action or measure deemed appropriate by the Integrity Commissioner.

APPENDIX "A"

DISCLOSURE STATEMENT FOR GIFTS OR BENEFITS

Member's Name: _____

Gift Received or Nature of Benefit: _____

Received From: _____

Date of Receipt: _____ Value or Estimate of Gift: _____

Please describe the circumstances under which the Gift or Benefit was received:

Please describe your intentions with respect to the Gift or Benefit:

Do you anticipate transferring the Gift or Benefit described above to the municipality?

Yes, immediately _____ Yes, eventually _____ No _____

Member's Signature

Date

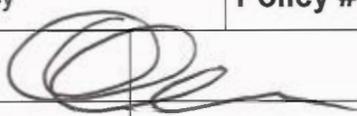
CERTIFICATE OF COMPLIANCE WITH THE CODE OF CONDUCT

To the best of my knowledge, information and belief:

- 1) I have read the Code of Conduct for Members of Council, Local Boards and Advisory Committees for the City of St. Catharines (the Code).
- 2) I understand the Code and my obligations as a Member under the Code.
- 3) I have sought clarification and advice from the appropriate City staff with respect to the meaning and interpretation of the Code and application to my circumstances where necessary.
- 4) I have been, presently am, and agree to be prospectively, in compliance with the letter and spirit of each and all provisions within the Code.
- 5) If I come to acquire knowledge, information or belief that I am not, or may not be seen to be, in compliance with the letter and spirit of a provision within the Code, I shall promptly bring such knowledge, information or belief, as the case may be, to the attention of the City Clerk in a prompt, full and true manner.
- 6) I know of no other Member, as defined under the Code, or close family member or close associate of mine, or City staff, that is not, or may not be seen to be, in compliance with the letter and spirit of each of the provisions of the Code.
- 7) If I come to acquire knowledge, information or belief that any other Member, as defined under the Code, or a close family member or close associate of mine, or any City staff, are not, or may not be, in compliance with the letter and spirit of a provision within the Code, I shall promptly bring such knowledge, information or belief, as the case may be, to the attention of the City Clerk in a prompt, full and true manner.
- 8) I understand that the Code is subject to change from time to time, and that I will be given adequate notice of such changes.

I, _____ (print name), hereby declare the statement described above in this Certificate of Compliance with the Code of Conduct for Members of Council, Local Boards and Advisory Committees dated this _____ day of _____ (month), _____ (year).

Signature of Member: _____

 CITY OF ST. CATHARINES	Legal and Clerks Services - Legal Services Division		
	Subject:	Staff-Council Relations Policy	Policy #: LCS2019-1
	Approved by L.C.S: 		
	Issue Date:	February 11, 2019	Revision Date:
	Review Date:	February 1, 2022	Page: 1 of 4

Application & Purpose

- 1.1 This Staff-Council Relations Policy applies to all Members of the Council of the City of St. Catharines, including the Mayor, and all members of Staff of the City of St. Catharines, including the CAO.
- 1.2 The purpose of this policy is to set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis for their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.

Statement of Principles

- 1.3 This policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the City by its Members as duly elected public representatives and its Staff as public administrators.
- 1.4 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of this policy:
 - Members and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the City;
 - Members and Staff shall relate to one another in a respectful, professional and courteous manner;
 - Members and Staff shall understand and respect each other's respective roles and responsibilities; and
 - Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of this policy – these principles are not operative provisions of this policy.

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Definitions

1.5 The following terms shall have the following meanings in this policy:

- (a) "CAO" means the Chief Administrative Officer of the City;
- (b) "Member" means a Member of Council including the Mayor; and
- (c) "Staff" means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the City business and interests.

General Obligations

1.6 In all respects, Members and Staff shall:

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the City and always for the collective public interest of the City; and
- (e) act in a manner that enhances public confidence in local government.

Roles and Responsibilities of Members

1.7 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the City and that it comprises a collective decision-making body;
- (b) they are representatives of the entire City;

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- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they will respect the administrative and managerial chain of command by:
 - (i) directing any questions or concerns in relation to the general administration or management of the City to the Mayor or the CAO for their consideration;
 - (ii) directing any inquiries relating to City business to the appropriate Staff department head;
 - (iii) giving direction to Staff only as Council and through the CAO;
 - (iv) refraining from attempting to influence the recruitment of any Staff position unless they are authorized by Council to participate in the recruitment process; and
 - (v) refraining from becoming involved in the management of Staff.
- (e) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;
- (f) whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- (g) as individual Members, they have no greater access to records or information held by the City than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute; and
- (h) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from.

Roles and Responsibilities of Staff

1.8 Staff acknowledge and agree that:

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- (a) Council is the collective decision-making and governing body of the City and is ultimately responsible to the electorate for the good governance of the City;
- (b) they shall implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based on professional expertise, research and good judgment in a professional and timely manner;
- (d) they shall serve the whole of Council rather than any individual Member;
- (e) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (f) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- (g) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of providing recommendations within their areas of responsibility or expertise and ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (h) they shall diligently and impartially implement Council's decisions; and
- (i) they shall not communicate publicly on any matter respecting any Council decisions or policies without authorization to do so (to avoid misrepresentation of Council decisions or policies, disclosure of confidential information or damaging public confidence in the City) and, without limiting the generality of the foregoing, shall refrain from publicly criticizing decisions or policies of Council or Members in relation to their intelligence, integrity, competence or otherwise.

SIMPLIFIED MEETING PROCEDURES

A By-law to adopt Simplified Meeting Procedures for advisory bodies established by the City of St. Catharines, and to repeal By-law 2015-121.

THE COUNCIL OF THE CORPORATION OF THE CITY OF ST. CATHARINES enacts as follows:

PART 1 - DEFINITIONS

1.1 For the purposes of these procedures, the following terms have the meaning indicated:

- (a) “Action Table” or “Forum” or “Working Group” – Action Tables, Forums, and Working Groups are models for informal consultation to engage individuals and organizations on on-going matters regarding a specific community demographic or policy area. Participation is by invitation; meetings are ad hoc without formal terms of reference or procedures, and meetings are not generally open to the public.
- (b) “Advisory Committee” – Any body that Council establishes by by-law or resolution to provide advice or recommendations on broader matters as set out in the terms of reference provided by Council, which includes as Members persons appointed by Council, other bodies, or Staff. Advisory Committees are continuing bodies that generally exist beyond a single term of Council.
- (c) “Committee” – For the purpose of this by-law, “Committee” refers to all advisory bodies established by Council or a Committee, including a Task Force, Advisory Committee, and any Sub-committee, of which fewer than fifty percent (50%) of the Committee Members are members of Council or Local Boards.
- (d) “Clerk” – The Clerk of the City of St. Catharines or delegate.
- (e) “Delegation” – An oral submission made to a Committee at a Meeting of the Committee.
- (f) “Electronic Participation” - means participation in a Meeting from a remote location by such electronic means or service as determined and provided by the City Clerk.
- (g) “Meeting” – Any regular, special or other meeting of the Committee.
- (h) “Member” – A member of a Committee who has been appointed to the Committee by Council or nominated by another body as specified in the Terms of Reference.
- (i) “Motion” – A question or proposal to be considered by the Committee. For example, by stating “I move that ...”.
- (j) “Quasi-Judicial Committees” – Committees established by Council that any authority or power derived from provincial statute or regulation to make binding

decisions. The establishment of a Quasi-Judicial Committee may be either mandatory or discretionary; examples include the Committee of Adjustment and Property Standards Committee.

- (k) “Quorum” – The minimum number of Members required to be present at a Meeting in order to conduct business.
- (l) “Staff” – Employees of the City and may include any independent contractor, consultant or advisor retained by the City.
- (m) “Staff Liaison” – The staff that is responsible for recording the minutes of Meetings, distributing the agenda and material, keeping the records of the Committee and may provide procedural advice.
- (n) “Task Force” – Any body that Council establishes by by-law or resolution for the purpose of dealing with a special project or issue with a clear mandate and a start and finish date, which includes as Members persons appointed by Council, other bodies, or Staff.
- (o) “Terms of Reference” – Terms of reference adopted by Council for the Committee.
- (p) “Unanimous Consent” – When the Committee agrees to take action without a formal vote.

PART 2 – APPLICATION

2.1 Committees, as defined in this bylaw, shall follow the Simplified Meeting Procedures contained in this bylaw.

2.2 This By-law does not apply to any Quasi-Judicial Committee, which follow meeting procedures, approved by Council, that are separate from the Simplified Meeting Procedures.

2.3 This By-law does not apply to Action Tables, Forums or Working Groups.

2.4 This By-Law does not apply to any Committee of which fifty percent (50%) or more of the Members are Council members or members of Local Boards, which shall be governed by By-Law 2021-124, "Council Procedure By-law", as amended or replaced and not this Bylaw.

2.5 This By-Law does not apply to any local board, body corporate or any municipal service board or a corporation established by the City or jointly with any other municipality.

PART 3 – INTERPRETATION

3.1 It is the Terms of Reference and composition of a body that determines if it is a Committee. The name of the Committee is not determinative and need not contain either the term “advisory” or “committee.”

3.2 In any case of conflict between this By-law and a Committee’s Terms of Reference

as adopted by Council, the Terms of Reference govern.

3.3 In the case of conflict between this By-law or a Committee's Terms of Reference as adopted by Council and any provincial statute or regulation that applies to the Committee, the statute or regulation govern.

3.4 This By-law is to be interpreted in a manner that recognizes the right of the majority to decide, the minority to be heard, the public to have an opportunity to participate, and all participants to be treated with courtesy and respect.

PART 4 – ROLE OF COMMITTEES

4.1 Committees, save and except Quasi-Judicial Committees, are advisory only and do not exercise any power or authority and do not have decision making powers, unless authorized by Council.

4.2 Committees provide advice to Staff and City Council but do not direct staff or City Council.

4.3 Notwithstanding Item 4.2, City Council and Staff are not required to implement such advice or recommendations and may also seek input from other organizations and individuals.

4.4 Any expenses approved by a Committee shall align with a Committee's Terms of Reference and be accommodated within a budget approved for that purpose. Any financial transactions shall be managed by Staff in accordance with City policies.

4.5 Delegations to Council from a Committee or Committee Members will only be permitted in accordance with Council's Procedure By-law, or as requested by City Council. Delegations to Council are not an opportunity for a Committee or Member to reopen debate on an issue previously decided by the Committee. Delegations from Members of a Committee to Council shall not be permitted on a motion to receive the Minutes.

PART 5 - MANDATE OF COMMITTEES

5.1 The work of Committees shall align with their Terms of Reference and a Committee shall only consider matters set out in its Terms of Reference and within the decision-making jurisdiction of City Council, unless otherwise directed by Council.

5.2 A Committee shall not consider a matter that:

- a) was previously decided by Council, without direction from Council to do so;
- b) is contrary to a policy, decision or direction given by or approved by City Council; or
- c) pertains to matters where legally binding commitments or negotiations are in place.

5.3 A Motion to reconsider any matter previously decided by the Committee may only be moved by a member who voted on the prevailing side and requires a two-thirds majority of the

Members present to pass. No matter may be reconsidered more than once during the term of the Committee that decided it, unless otherwise directed by Council.

PART 6 - REMUNERATION

6.1 Committee Members shall serve without remuneration.

PART 7 - CHAIR

7.1 If the Committee's Terms of Reference do not provide for the appointment of a Chair or Vice-Chair, the Committee will elect a Chair and Vice-Chair, or two Co-Chairs, at its first meeting.

7.2 If a Committee elects two Co-Chairs, a schedule shall be established for determining who will chair each meeting.

7.3 The Chair will preside at all Meetings of the Committee, follow the agenda, decide on whether Motions are in order, rule on all procedural matters and maintain decorum.

7.4 The Chair will ensure Motions and amendments are clearly expressed and, if there is no motion under consideration, summarize the discussion for the purpose of the minutes.

7.5 The Vice-Chair or Co-Chair will perform the duties of the Chair in the Chair's absence or if the position is vacant.

7.6 If a procedural matter is not provided for in this By-law or the Terms of Reference, the matter shall be decided by the Chair, who may have regard to By-law 2021-124, "Council's Procedure By-law", with necessary modifications. The Chair's decision is final.

PART 8 – AGENDAS

8.1 An agenda is required for every Meeting of a Committee.

8.2 The Staff Liaison will give notice of each regular Meeting of the Committee and prepare and distribute an agenda of the matters to be considered so that the notice and agenda will reach the Members, Staff assigned to the Committee, the Clerk, and the public at least five days, where feasible, in advance of the Meeting.

8.3 The Staff Liaison will give notice of any special meeting of the Committee together with an agenda of the matters to be considered so that the notice and agenda will reach the Members, Staff assigned to the Committee, the Clerk, and the public as soon as reasonably possible in advance of the Meeting.

8.4 The Staff Liaison shall provide the Clerk with a copy of all agendas when they are distributed to the Members.

8.5 Items to be included on an agenda for a Meeting must be submitted to the Staff Liaison by 10 business days before the Meeting, whenever possible.

8.6 The Chair, in consultation with the Staff Liaison, set the agenda, based on matters

submitted prior to the agenda deadline.

8.7 The Chair will accommodate Member requests for inclusion of agenda items, whenever possible, but the Chair, in consultation with the Staff Liaison has the final decision about which items are included on the agenda.

8.8 Confidential material will be distributed by the Staff Liaison to the Members and Staff assigned to the Committee under confidential cover and may also be provided to selected City officials. This material is to be provided to the Clerk as part of the record of the meeting.

8.9 When Council has asked a Committee to provide comments on a matter, the Staff Liaison shall determine when the matter is to be added to the Committee's agenda for discussion.

8.10 In accordance with the principles of notice, transparency and openness, items that are not listed on the agenda shall not be discussed at a Meeting, except by a majority vote of the Committee. This should be reserved for rare and / or time sensitive situations. If the addition of an item is not approved, it may be added to the agenda for the next meeting.

8.11 If a Member is uncertain of whether a matter requested to be added to the Agenda during the Meeting is within the Terms of Reference of the Committee, the matter shall not be added to the Agenda.

PART 9 – MINUTES AND RECORDS

9.1 The Staff Liaison shall prepare minutes following every Meeting.

9.2 The Staff Liaison shall provide the Clerk copies of all Minutes within five days after they are confirmed by the Committee.

9.3 The minutes shall be prepared using the format prescribed by the Clerk, and without input from the Committee or Chair, and record who was in attendance and absent, where the Meeting took place, when the meeting started and adjourned, who chaired the Meeting, whether any participants left or arrived while the meeting was in progress and if so, what time this occurred, any persons who appeared and addressed the Committee, a description of the substantive and procedural matters discussed, including any specific documents considered, any Motions, including the Member moving the Motion, all votes taken, and all actions approved or directions given.

9.4 A Motion to approve the minutes of a previous Meeting is an opportunity for the Members to correct errors in the minutes. It is not in order on a Motion to approve the minutes to re-open the discussion on any matter recorded in the minutes.

9.5 Committee minutes will be included on Council Meeting agendas to be received by Council.

9.6 The Staff Liaison shall keep all records pertaining to the business of the Committee, including items of correspondence. Agendas and minutes of the Committee

shall be under the custody and control of the Clerk.

PART 10 – QUORUM AND ATTENDANCE

10.1 Members of the Committee are expected to try to attend every Meeting at the time established, be prepared for the Meeting by reading the agenda in advance, and to be prepared to discuss Agenda items.

10.2 A quorum shall consist of a simple majority of the Members.

10.3 A vacant position will not be counted to calculate quorum.

10.4 Where the number of members who, by reason of declaring a Conflict of Interest, are disabled from participating in a meeting is such that at that meeting 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.

10.5 Where possible, to ensure a quorum, Committee Members shall provide notice of their attendance to the Staff Liaison three business days prior to a Meeting.

10.6 If the Staff Liaison has reason to believe that quorum will not be achieved, the Staff Liaison may in consultation with the Chair, cancel the Meeting. Items scheduled for the Meeting will be added to the agenda for the next regular Meeting of the Committee.

10.7 In the event quorum is not present 15 minutes after the time the Meeting is to start, or if quorum is lost during a Meeting for a period of 15 minutes or the Member leaving the Meeting clearly indicates that they will not return to the Meeting, the Staff Liaison shall record the names of the Members present and the Meeting will then stand adjourned until the next scheduled Meeting, or at the call of the Chair.

10.8 If neither the Chair nor Vice-Chair has arrived 15 minutes after the time the Meeting is to start and, if a quorum is present, one of the other Members of the Committee may by majority vote assume the Chair and preside at the Meeting until the arrival of the Chair or Vice-Chair.

PART 11 – MEETING SCHEDULE, NOTICE AND LOCATION

11.1 A Committee may meet at the call of the Chair or may decide to adopt a schedule of regular meetings, unless the Terms of Reference provide otherwise.

11.2 Special Meetings of the Committee may be called by the Chair or Staff Liaison, on 24 hours' notice, when exceptional or urgent circumstances require the Committee to meet. The notice of a special meeting shall include an agenda and indicate the exceptional or urgent circumstances that require the meeting.

11.3 If a written request is made by a majority of the Members to call a special meeting, it is the duty of the Staff Liaison to summon a special meeting on 24 hours' notice.

11.4 A regular meeting that is rescheduled is not a special meeting.

11.5 Meetings of the Committee shall not conflict with regular meetings of Council or

Budget Standing Committee and shall have regard to Staff resources and availability.

11.6 Meetings of the Committee shall be held at a City facility, unless otherwise provided in the Terms of Reference or approved by resolution of the Committee. Meetings shall be held in locations that are open and accessible to the public, and the locations are subject to approval by the Clerk.

11.7 Notice of Committee Meetings shall be provided to the public by posting notice of the time and place of the Meeting on the City's website, together with a copy of the agenda. The Staff Liaison shall comply with the direction of the Clerk regarding procedures for public notice.

11.8 The Chair may, in consultation with the Staff Liaison, postpone or cancel any Meeting, if it has been determined that there are insufficient Agenda items for the Meeting, or if it appears that inclement weather or another situation will prevent the Members from attending. The Staff Liaison will provide notice of the cancellation as expeditiously as possible. If a Meeting is postponed or cancelled, the agenda items will be placed on the agenda for the next regular Meeting of the Committee.

PART 12 - ELECTRONIC PARTICIPATION

12.1 Any Member may participate in a Meeting through Electronic Participation when the technology and resources are reasonably available to support such participation at the discretion of the City Clerk.

12.2 The method of Electronic Participation, including the platform used, shall be determined by the Clerk and CAO and may vary from time to time.

12.3 All provisions included in this By-law shall continue to apply when Meetings include Electronic Participation, with such necessary modifications as may be required to accommodate such participation at the discretion of the City Clerk.

PART 13 - OPEN MEETINGS

13.1 All Committee Meetings shall be open, and no person shall be excluded from a Meeting except for improper conduct.

13.2 Open Meetings require Members to discuss and debate the matters on the agenda at the Meeting held for that purpose.

13.3 Members shall not discuss or deal with a matter that materially advances the business or decision making of the Committee outside of Meetings, including through electronic communications.

PART 14 - MEETINGS CLOSED TO THE PUBLIC

14.1 A Committee may meet in closed session only if the subject to be discussed relates to:

- a) the security of the property of the municipality or local board;

- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

14.2 The Chair and Staff Liaison shall consult with the Clerk or the City's legal counsel prior to meeting in closed session.

14.3 A motion to authorize a Closed Meeting shall state the fact of the holding of the Closed Meeting, a description of the general nature of the matter to be considered at the Closed Meeting to disclose available information that may be made public, and the reason for proceeding into the Closed Meeting.

14.4 Voting is not permitted in closed session. Any Motions must be moved and voted on in public.

14.5 Where a matter has been discussed in closed session, and where the matter remains confidential, Members must not disclose the content of the matter discussed or the substance of the discussions.

PART 15 – RULES OF DEBATE AND MOTIONS

15.1 The Chair decides the order in which Members speak or ask questions and makes sure that every Member indicating a desire to speak has an opportunity to speak to an item on the agenda. The Chair is to ensure an equal opportunity for everyone to speak.

15.2 When a proposal is made, the Chair may re-state the proposal to ensure that everyone understands the intent. The proposal may then be discussed and the discussion

may include possible changes to the wording of the proposal. When the discussion is concluded the Chair may frame the resulting proposal as a Motion that can be voted upon.

15.3 A Committee may act by unanimous consent and a formal vote will not be necessary. The Chair may specify a proposed action and, if there is no objection, announce that the action is approved. If a Member disagrees with the proposed action, a formal Motion to approve the action and a vote is required.

15.4 A Motion requires a mover but does not need to be seconded.

15.5 City Staff may present to a Committee regarding any matter listed on an Agenda prior to the Committee's decision of the matter.

15.6 Members of the public shall be able to make delegations to a Committee regarding matters listed on the agenda prior to the Committee's decision of the item. The Committee may set limits for speaking time. The Chair may end a delegation if there is disorder or a failure to observe decorum.

15.7 Members of the Committee may ask questions of speakers but shall not engage in debate. The Chair shall instruct speakers to address their comments or questions through the Chair.

15.8 A Committee may invite specific persons, experts, organizations, or groups to make a public presentation to it on any matter within its Terms of Reference and included on an agenda.

PART 16 - VOTING

16.1 Every Member who is present at a meeting when the vote is taken, including the Chair, must vote, unless the Member has declared a conflict of interest.

16.2 If a Member who has not declared a conflict of interest abstains from voting it will be counted as a NO vote.

16.3 No Member shall be permitted to cast any vote by proxy.

16.4 A tie vote means that the Motion is defeated.

16.5 All votes shall take place by show of hands, with those in favour called to vote first, followed by those in opposition. Recorded votes are not permitted.

16.6 Upon the request of any Member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal may be taken separately.

16.7 Prior to voting on any item, the Chair or Staff Liaison shall state, display or make visible to the members of the Committee the motion that the Committee will be voting on.

PART 17 - CONFLICT OF INTEREST

17.1 Members shall disclose any personal and / or financial interest in a matter under consideration at a Meeting and shall avoid taking part in any discussion of the matter or voting if their interest is not an interest in common with other persons interested in the Committee's Terms of Reference, and is of a sufficiently significant and personal nature that it could influence their participation.

17.2 Pursuant to the provisions of the Municipal Conflict of Interest Act, it shall be the sole responsibility of each Member to:

(a) disclose their conflicts of interest as they arise, and in so doing, to clearly state the reason for each and every such conflict; and

(b) file a written statement of their conflict of interest and the general nature of the interest with the City Clerk.

17.3 A declaration of interest does not prohibit a Member from moving or voting on a matter of general procedure, including adoption of the Agenda and approval of the Minutes of a previous Meeting.

17.4 The Staff Liaison will record all declarations of an interest in the minutes and whether or not the Member participated in the discussions and vote on the matter.

PART 18 - CODE OF CONDUCT

18.1 The City's Code of Conduct for Elected Officials, Local Boards and Advisory Committees applies to the conduct of all Members of Committees, with necessary modifications.

18.2 In all respects, Members shall accurately communicate the decisions of Committees and Council and respect the decision-making process and powers of Committees and Council even if a Member disagrees with the decisions of a Committee or Council.

PART 19 - VACANCIES

19.1 If a Member misses three consecutive Meetings or more than 50% of Meetings in a calendar year, without cause acceptable to the Committee, the following process will be followed:

- a) The Staff Liaison can report the absences to the Clerk;
- b) The Clerk shall provide written notice to the Member of their absenteeism and advise the Member that they may resign from the Committee or submit, in writing for the next Meeting, the reasons for their absence;
- c) If the Member does not provide a response to the Clerk within the response deadline provided by the Clerk, the Clerk may declare the seat vacant;
- d) If the Member provides a response, the Staff Liaison may make this response available to the Committee and the Committee may, by resolution:

- i. Waive the attendance requirements, if reasonable or compassionate circumstances exist, and the Member will remain on the Committee; or
- ii. Request that Council declare the seat vacant if the response is not reasonable or compassionate to the satisfaction of the Committee. This motion will be referred directly to Council and the position will be considered vacant upon a decision of Council.

PART 20 - ROLE OF STAFF

20.1 Staff are not Members and do not vote unless the Terms of Reference provide otherwise.

20.2 Committees do not direct Staff. Any advice or recommendations of the Committee that require implementation or other action by Staff that is outside the scope of work reasonably contemplated by the Committee's Terms of Reference shall be requested in a Motion to be considered by Council, unless otherwise delegated.

20.3 Staff Liaisons are appointed by the CAO and can be changed without notice during the term of the Committee.

PART 21 - ROLE OF COUNCILLORS

21.1 Councillors are not Members of Committees unless the Terms of Reference provide otherwise.

21.2 Councillors are welcome to attend and observe any open Committee Meeting.

21.3 Councillors, if attending a Meeting of a Committee, shall avoid the improper use of the influence of their office and act without self-interest.

PART 22 - ACTION TO BE TAKEN

22.1 Where a Committee approves an action to be taken that is within the authority of the Committee, the person authorized to take the action may do so immediately and does not need to wait for the minutes of the Committee to be approved.

PART 23 - SUB-COMMITTEES

23.1 Except for Sub-committees specified in the Terms of the Reference, Sub-committees shall be established by Motion and the Motion shall include the specific purpose of the Sub-committee, the Members of the Sub-committee, the Meeting frequency of the Sub-committee, and a timeframe within which the Sub-committee will make a final report to the Committee.

23.2 A Sub-committee may be established as a Standing Sub-committee.

23.3 When a Sub-committee has made its final report to the Committee it is automatically disbanded.

23.4 Members of Sub-committees shall be Members of the Committee that established

it, unless the Terms of Reference provide otherwise.

23.5 In establishing a Sub-committee, a Committee can invite but not require Members of other Committees to serve as members of the Sub-committee.

23.6 The same rules outlined in this procedure by-law shall apply to all Sub-committees.

23.7 Prior to establishing a Sub-committee, a Committee shall give regard to the staffing requirements needed for the Sub-committee.

PART 24 – REPEAL

24.1 This By-law repeals By-law 2015-121.

Subject: Public Appointments Policy

Prepared by: Legal and Clerks Services

Approved by: City Council

Policy Number: CC-2013-003

Issue Date: June 2013

Revision Date: June 27, 2022

Review Date: January 2024

Policy:

The Appointment Policy outlines the requirements and processes for recruitment and selection of Public Members to participate on official City of St. Catharines advisory bodies (e.g. committees and task forces), local boards, and external bodies.

Purpose:

The use of advisory committees and similar entities is an effective opportunity for public participation, public consultation, and a source of input to staff and City Council on city policies and programs by making recommendations and / or providing key information and materials as well as providing a fresh perspective reflecting the City of St. Catharines residents. Such bodies play an integral role in the corporate decision-making process by providing a means for elected representatives and staff to receive and include the views of affected residents on a variety of matters. Through advisory bodies, the residents of St. Catharines are able to have greater input on the issues that affect them.

St. Catharines values the input from diverse voices of citizens in local governance. To encourage participation and promote a diversity of skills and perspectives, the City will apply a process based upon the principles of equity, accessibility and accommodation, to ensure that all citizens have equal opportunity. This policy is intended to support the development of advisory bodies with core competencies and diverse representation and perspectives (e.g. gender identity and expression, geographic representation, age, race, ethnic identity, sexual orientation, experience and ability), including individuals with intersectional identities.

This policy outlines a fair and equitable approach and process for recruiting, selecting and appointing public members to City advisory bodies. Specifically, this Policy:

- Provides a framework aimed at ensuring that the most suitable candidates are selected and appointed as members;

- Guides Council Members and City staff to ensure that the public appointments process is principle-based, is implemented in a consistent manner, and is administered with integrity;
- upholds the principles of transparency by clearly outlining the appointment process.

Application:

The Appointment Policy applies only to:

- Council appointed, voting, Public Members of Committees, Local Boards, and External Bodies; and
- Council recommendations for appointment of Public Members to External Bodies.

This policy does not apply to the appointment of Council Members to Committees, Local Boards, and External Bodies, or to members that serve on Committees, Local Boards, and External Bdoies as ex-officio members or as representatives of external organizations.

Definitions:

"Advisory Committee" – Any advisory body that Council establishes by by-law or resolution to provide advice or recommendations on broader matters set out in the Terms of Reference provided by Council, which includes as Members persons nominated by other bodies, Public Members or Staff.

"Committee" – For the purposes of this Policy only, the term Committee is used to refer to all Advisory Committees, Task Forces, and Legislated Committees, or similar entities established by Council.

"External Body" – An entity other than a Committee or Local Board whose board or membership includes either Public Members appointed by Council, or Public Members appointed by another External Body based on a recommendation of Council.

"Local Board" – For the purposes of this Policy only, a Local Board includes a municipal service board, transportation commission, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities. For the purposes of this Policy only, this includes a public library board, and a municipal service board or corporation established under the Municipal Act.

"Nominating Panel" – The Committee or individual(s) delegated the responsibility for making a recommendation to Council on candidates to be appointed as Public Members.

"Public Member" – An individual who is not a Member of Council, City or Local Board staff, who is appointed by Council to be a Member of a Committee, Local Board or External Body.

"Task Force" – Any body that Council establishes by by-law or resolution for the purpose of dealing with a special project or issue with a clear mandate and a start and finish date, which includes as Members persons nominated by other bodies, citizens or Staff.

Administration

The City Clerk has the authority to implement administrative processes, materials and decisions to support this Policy, and to make decisions on matters not specified within this Policy, as required, to support the process of appointing Public Members to Committees, Local Boards, and External Bodies. The City Clerk has the authority to make updates to this Policy that are administrative in nature provided that the changes are identified within the Policy.

In the case of Local Boards and External Bodies where recruitment and nomination of Public Members is administered by the Local Board / External Body, including but not limited to the municipal service board for the FirstOntario Performing Arts Centre, the Niagara District Airport Commission, and the board of management for designated business improvement areas, it is the responsibility of the Local Board or External Body to ensure, and be able to illustrate, a fair and equitable process.

Policy Requirements:

1. Eligibility Requirements

- 1.1 All individuals who are appointed as a Public Member, must satisfy the eligibility requirements of this Policy as well as any additional eligibility requirements set out in the terms of reference, establishing by-law, or applicable legislation, including but not limited to the *Municipal Act* and the *Public Library Act*. The City Clerk shall maintain a list of Additional Eligibility Requirements.
- 1.2 Every Public Member must be an eligible elector in accordance with the Municipal Elections Act, being that each Public Member must:
 - 1.1.1 Reside in St. Catharines or be the owner or tenant of land there, or the spouse of such owner or tenant;
 - 1.1.2 Be a Canadian citizen;
 - 1.1.3 Be at least 18 years old; and
 - 1.1.4 Not be prohibited from voting in a Municipal Election as per the Municipal Elections Act or otherwise by law.
- 1.3 Despite section 1.2:
 - 1.3.1 Individuals who are not Canadian citizens but reside in St. Catharines are also eligible to be Public Members of Advisory Committees and Task Forces; and
 - 1.3.2 One member of each Advisory Committee or Task Force may be between the ages of 14 and 18.
 - 1.3.3 Other exceptions to eligibility requirements may be identified in the terms of reference or establishing by-law.

- 1.4 If a member becomes ineligible during the term of their appointment they are automatically deemed to have resigned as a member.
- 1.5 If a member's company, business or employer is hired by the City of St. Catharines, the member shall disclose the employment situation immediately to the City Clerk.
- 1.6 If a Public Member becomes employed by the City of St. Catharines, they shall immediately resign.

2.0 Term of Appointment

- 2.1 The term of appointment, including persons appointed to fill a partially completed term, will coincide with the term of Council, unless otherwise stated in the terms of reference, establishing by-law, or motion appointing the member.
- 2.2 Public Members who wish to be re-appointed for an additional term must reapply and go through the approved selection process.
- 2.3 Public Members may serve on more than one Committee, Local Board, or External Body.
- 2.4 Public Members may continue to serve on a Committee or Local Board past the expiration of their term until they are replaced. Public Members may continue to serve on an External Body subject to any requirements impacting the External Body. This is to ensure quorum and that business can continue to move forward.
- 2.5 Council may remove any member of a Committee, Task Force or Local Board at any time and for any reason.
- 2.6 In addition to removal, where conduct is an issue, including but not limited to violation of the Code of Conduct, Council may require that any member of a Committee, Task Force or Local Board:
 - Provide a written or verbal apology;
 - Return property or make reimbursement of its value or of money spent;
 - Complete training, such as training related to the code of conduct, simplified meeting procedures, or similar;
 - Be removed from or not be appointed as a chair; and / or
 - Any other remedial or corrective action or measure deemed to be appropriate for the situation.

- 2.7 Council may review a Public Member recommended for appointment to an External Body at any time and for any reason and may request that the Public Member be removed at any time for any reason.

3.0 Vacancies

- 3.1 The Committee, Local Board, or External Body shall notify the City Clerk when a vacancy occurs, requesting appropriate action by the relevant Nominating Panel.
- 3.2 Recruitment for vacancies will follow the same processes as outlined herein, with the exception that when recruitment for the Committee, Local Board, or External Body has occurred within the previous 12 months, previous applicants may first be considered for appointment without further public recruitment.
- 3.3 A position that becomes vacant in the last 6 months of a Committee, Local Board, or External Body's term will remain vacant unless it is determined by the City Clerk (in the case of a vacancy on a Committee), Local Board (in the case of a vacancy on a Local Board) or External Body (in the case of an External Body) that the position must be filled.
- 3.4 A vacant seat for an Advisory Committee or Task Force will not count towards quorum until a new member is appointed.

4.0 Leaves of Absence

- 4.1 Seeking Elected Office

Public Members who run for any elected office shall take a leave of absence from the Committee or Local Board while doing so. The leave must begin no later than the day the Public Member is nominated for election.

- 4.2 Pregnancy and Parental Leave

Public Members are entitled to take a leave of absence from a Committee or Local Board for up to twenty (20) consecutive weeks for the Public Member's pregnancy, the birth of the Public Member's child, or the adoption of a child by the Public Member. Public Members are required to provide notice to the Committee or Local Board as soon as reasonably possible.

- 4.3 Any Other Reason

Public Members may submit a request for a leave of absence for an extended period of time, for any reason, including an extension of a leave of absence for pregnancy and parental leave, to the Committee or Local Board. Public Members are required to provide notice to the Committee or Local

Board as soon as reasonably possible. The Committee or Local Board will forward a recommendation in response to the request to the relevant Nominating Panel for appropriate action.

4.4 Filling Vacancies due to Leave of Absence

A vacancy due to a Leave of Absence in accordance with section 4.1, 4.2, or 4.3 may be filled by the Nominating Panel on a temporary basis for the period of the leave. The decision on whether to fill a temporary vacancy shall be made in consultation with the Committee or Local Board and shall have regard to the length of the leave of absence, the impact of the leave of absence on the Committee or Local Board's ability to obtain quorum, the impact that the loss of skills and experience has on the ability to move business forward, and any other requirements of the terms of reference, establishing document, or applicable legislation.

4.5 Leave of Absence from an External Body

A leave of absence from an External Body will be subject to the policies of the External Body. If a leave of absence is approved, and it has been decided that the position will be filled on a temporary basis, appointment of the new Public Member shall follow this Policy, and any applicable policies of the External Body.

5.0 Qualifications

- 5.1 Qualifications relevant to the responsibilities of each Committee, Local Board, or External Body should form part of the terms of reference, establishing by-law, or other governance structures. The qualifications describe the specific skills and / or experiences, including lived experience, desired for each Committee, Local Board, or External Body. Members are to collectively cover the range of required qualifications, with individual members bringing a variety of perspectives, experiences, interests, and skills.

Members are not expected to have the same qualifications as staff; they are expected to add a perspective beyond the staff view.

- 5.2 The following guidelines are considered in establishing qualifications:
- Qualifications relate to the ability to perform the duties of the Committee, Local Board, or External Body including consideration of the significance of relevant lived experience and any necessary or complementary competencies;
 - Qualifications are clear, yet flexible, defining areas of specialization where required, experience, or community service; and
 - Skills, experiences, and knowledge requirements for the positions should not be more specialized than necessary.

- 5.3 The membership of City Committees and Local Boards, shall, as much as possible, achieve a balance between a variety of skills, experiences, both technical and lived, and equitable representation.
- 5.4 The City will strive to ensure that Committee and Local Board membership includes diverse representation and perspectives including, but not limited to diversity in gender identity and expression, geographic representation, age, race, ethnic identity, sexual orientation, experience and ability.

6.0 Recruitment

- 6.1 Post-election recruitment is held as soon as possible following the election.
- 6.2 The principles of equity and accommodation for all candidates shall be adopted and implemented by ensuring deadlines for applications are upheld, selection criteria and interviewing (when required) are implemented with consideration for identical questions and evaluations for all applicants.
- 6.3 The recruitment for Public Members will be advertised in a way that is accessible to a wide diversity of individuals. This will include advertisements on the City of St. Catharines website, but may also incorporate other formats, including, but not limited to, the City's social media accounts, the Garden City Current, press releases, and circulation to / involvement of external organizations / stakeholders. In the cases where specific groups or expertise is required, the Office of the City Clerk can recruit accordingly.
- 6.4 Advertisements should outline the eligibility criteria and qualifications for the position and describe the position broadly enough to elicit a wide response from qualified applicants and encourage participation by individuals with diverse experiences and perspectives. Advertisements may identify membership gaps and encourage applicants from under-represented backgrounds.

7.0 Application Process

- 7.1 Applicants may be requested to clarify their application, provide additional information, or attend an interview.

7.2 Prescribed form for Applications

The Nominating Panel shall only consider applications received in the prescribed form, with necessary exceptions as approved by the City Clerk to accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).

7.3 Application Deadlines

The Nominating Panel shall only consider applications submitted by the stated deadline. In cases where there are insufficient applications from eligible and qualified applicants, the City Clerk may extend the deadline for applications or the Nominating Panel may request that City staff extend or reopen the call for applications.

7.4 Self-Identified Diversity Information

To enable the City to achieve its objectives for access, equity and diversity and to assist the City in its efforts to appoint members that collectively reflect the diversity of the community, applicants are encouraged but not required to complete the self-identified form in their application.

7.5 Potential Conflicts of Interest

Applicants should consider whether they have a real or perceived conflict of interest, including any direct or indirect pecuniary interest. As part of the appointment process, applicants must identify and disclose any actual or potential conflicts of interest they may have.

Potential conflicts of interest may include, but are not limited to, applicants or their spouses, partners, children or parents, or employers or business partners:

- currently doing business or seeking to do business with, or working as a consultant, for the agency, corporation or the City;
- for appointment to quasi-judicial boards, being engaged in a business over which the quasi-judicial board has jurisdiction; or
- any interest, direct or indirect, in outstanding litigation involving the City or the Local Board or External Body.

Disclosure of potential or perceived conflicts does not automatically make an applicant ineligible for an appointment. However, the Nominating Panel is required to assess any potential or perceived conflicts in determining whether an applicant should be considered further.

8.0 Review of Applications

Establishing Nominating Panels

- 8.1 Council determines the appropriate Nominating Panel to be used for each Committee, either through the terms of reference, establishing by-law, other document, or a motion of Council. Nominating Panels may be comprised of Councillors, staff, or committee / board members. If not otherwise established, the City Clerk shall identify an appropriate nominating panel.
- 8.2 Unless otherwise specified by Council, Local Boards are responsible for identifying an appropriate Nominating Panel.

8.3 Clerk to Review Eligibility

All applications will be reviewed by the Office of the Clerk to identify and remove those applicants that are ineligible for appointment because they do not meet the eligibility criteria. All remaining applications will then be forwarded to the appropriate Nominating Panel for review.

8.4 Nominating Panel to Evaluate Qualifications and Make Recommendations

The Nominating Panel shall evaluate all applications from the Office of the City Clerk and prepare a list of recommend appointments for Council's consideration.

8.5 Evaluating Qualifications

Prior to receiving a copy of any applications, the Nominating Panel shall review the areas of expertise and / or experience being sought, and understand the criteria that will be used to evaluate candidates. In evaluating applicants, the Nominating Panel shall consider how well the qualifications are demonstrated on the application. For recruitments where candidates are interviewed, the strength of answers to interview questions shall also be considered.

Past and current Public Members are to be evaluated in the same manner and by the same criteria as new candidates, but the Nominating Panel may also consider past attendance and contributions.

8.6 Selection Objectives

The Nominating Panel's recommendations will strive to achieve a balance of:

- Qualified applicants covering the range of qualifications specified for the Committee, Local Board, or External Body;
- Experienced and new participants;
- Experience, including lived experience
- Geographic representation within St. Catharines; and
- Representation of the diversity and demographics of the community including age, gender identity and expression, sexual orientation, Indigenous identity, race, ethnic identity and disability.

8.7 Interviewing Candidates

In the cases where candidate interviews are held, the Nominating Panel shall establish a set of interview questions in advance and all candidates will be asked the same questions. Questions should be related to the qualifications and selection objections of the position. A member of City, Local Board, or

External Body staff, if not already on the interview panel, shall be present for all interviews.

The interview panel may be the same as the Nominating Panel, or may be a smaller panel made up of members of the Nominating Panel.

A member of an interview panel must be in attendance for interviews of all the candidates for a respective position in order to vote on the selection as a member of the panel. This does not preclude a member of the Nominating Panel who did not attend the interviews from voting to support the recommendation of the interview panel.

9.0 Appointment Process

- 9.1 Council is the only body that has the authority to appoint Public Members to Committees and Local Boards.
- 9.2 Council will receive the list of candidates that each Nominating Panel recommends for appointment, and upon request can receive the applications of all applicants.
- 9.3 Council appointments shall be made by resolution or motion.

Subject: Expense Policy for Advisory Committee and Task Force Members

Prepared by: Legal and Clerks Services

Issue Date: November 9, 2020

Policy #:

Review Date: June 1, 2021

Revision Date: -----

1. Introduction

This policy allows for the reimbursement of eligible expenses incurred by volunteer members of advisory committees and task forces. This policy aligns with the City's commitment to improving equitable access and reducing systemic barriers to members of the public participating in local government through advisory committees and task forces.

2. Definitions

- 2.1 Attendance:** A Member shall be deemed present at an Official Meeting if the minutes of the meeting so indicate.
- 2.2 Child Care Expenses:** Expenses incurred to provide care for one or more child during the time required to travel to and attend an Official Meeting.
- 2.3 Specialized Dependant Care Expenses:** A dependant is deemed to have specialized needs if the Member provides a certificate signed by a health care practitioner, which states that the dependant requires specialized care during the Member's absence from the home. This clause allows for the reimbursement of dependant care expenses in excess of the normally permitted Child Care Expenses. This exception is available for people caring for children or adults requiring specialized care (e.g. a partner, parent or adult child).
- 2.4 Member:** A Council-appointed volunteer member of a City advisory committee or task force.
- 2.5 Official Meeting** means one of the following:
- i. A meeting of an advisory committee, task force, pillar committee, or sub-committee which the Member is appointed to.
 - ii. A meeting of City Council, Budget Standing Committee, or any pillar committee, advisory committee, task force, or sub-committee, where a motion and / or minutes exist that show that the Member was specifically requested to attend on behalf of the pillar committee, advisory committee, task force, or sub-committee.
- 2.6 Staff liaison:** The staff member or department that provides administrative

support for an advisory committee, task force, or sub-committee, as per the applicable terms of reference.

3. Eligible Expenses

Upon submission of any required documentation, Members are eligible to be reimbursed for the following expenses, in accordance with this Policy:

3.1 Child Care Expenses

Child Care expenses for one or more child between 0 and 12 years of age incurred to attend Official Meetings are eligible to a per hour maximum of the hourly minimum wage as set by the Province of Ontario. The amount of time eligible for reimbursement will be calculated by the length of Attendance at an Official Meeting plus up to a maximum of a quarter hour for travel time in each direction.

3.2 Specialized Dependant Care Expenses

Specialized Dependant care expenses (for persons with exceptional needs) incurred to attend Official Meetings are eligible to a maximum of \$40.00 per hour. The amount of time eligible for reimbursement will be calculated by the length of Attendance at an Official Meeting plus up to a maximum of a quarter hour for travel time in each direction.

A certificate signed by a health practitioner is required to be eligible for reimbursement of Specialized Dependent Care Expenses. Existing certificates obtained for other purposes may be sufficient documentation and the Member should consult with the staff liaison prior to obtaining a certificate.

3.3 Travel-Related Expenses

i. Public Transit / Paratransit

Public Transit and Paratransit fares to and from Official Meetings are eligible expenses. The amounts reimbursed will be solely for any single-use or cash fares paid. The Policy does not reimburse the expense of purchasing monthly passes or multi-ride cards, but rides used on multi-ride cards may be eligible.

- a) A bus transfer or time-stamped multi-ride card must be provided as proof of payment for a Transit fare.
- b) A copy of the confirmation of ride must be provided as proof of payment for a Paratransit fare, or approved alternative documentation.

As an accommodation for Members with mobility limitations that would ordinarily take Paratransit, reimbursement of an AccessibleTaxi or Private Transportation Company fare will be provided if the Member is unable to secure Paratransit due to availability of Paratransit. Members

are expected to take all reasonable steps to arrange for Paratransit. Proof of payment must be provided.

ii. Mileage

Members who are required to travel to sites as part of their work on an advisory committee or task force may be eligible to be reimbursed for mileage, at the same rate as paid to City employees; these expenses should be discussed in advance with the staff liaison to confirm eligibility.

Members are expected to consider the most economical modes of travel as may be practical for their particular situation.

4. Ineligible Expenses

4.1 The following are examples of expenses that are not eligible for reimbursement under this Policy:

- i. Expenses which are paid directly by the City, including:
 - a) Parking expenses which are ordinarily provided through passes that are provided to Members for City parking lots for Official Meeting times.
 - b) Training which Members are required to take in order to serve on an advisory committee or task force.
- i. Mileage for Members to attend Official Meetings is not eligible for reimbursement.
- ii. Expenses incurred to prepare or support claims forms, including the cost to obtain any required documentation (e.g. certificates required from health care practitioners).
- iii. Expenses such as meals, office supplies, technology, phone expenses, and other out of pocket expenses are not eligible for reimbursement.

4.2 Members that are appointed by virtue of their appointment to, affiliation with, or employment by, another organization or body, are not eligible to be reimbursed by the City for Eligible Expenses if the Member would ordinarily be reimbursed by the other organization or body.

5. Administration

5.1 The Office of the City Clerk is responsible for administrative oversight of this Policy, including creating and maintaining any forms and procedures required to support the implementation of this Policy, which may include requirements to provide documentation or proof of expenditure. These forms and procedures must be complied with in order to have eligible expenses reimbursed under this Policy.

- 5.2 The Staff Liaison for each advisory committee or task force is responsible for receiving and reviewing expense submissions and arranging for reimbursement, if claims are approved.
- 5.3 Financial Management Services is responsible for arranging payment of approved claims.
- 5.4 The City Treasurer is responsible for any reporting required by Section 284(1) of the *Municipal Act, 2001*, or any other Act.
- 5.5 The City reserves the right to review and / or refuse any expenses submitted by a Member, with reasonable cause and justification.
- 5.6 The City reserves the right to provide alternatives to reimbursement, such as providing or paying directly for the eligible expense.
- 5.7 The ability to have eligible expenses reimbursed under this Policy is dependent upon annual approval of funding within the City's Operating Budget, or alternative. If funding is not approved in any given year, eligible expenses may not be reimbursed and the application of this Policy may be temporarily suspended without notice.

6. Reporting

In accordance with Section 284(1) of the *Municipal Act, 2001*, an itemized statement of the expenses paid to each Member will be submitted to Council annually. This report will be publically available and will contain information including Members names, types of expenses claimed, and amounts.

7. Compliance

Misuse of this Policy, including submission of fraudulent claims, may result in any or all of the following actions:

- 7.1 Refusal to reimburse the Member for the claimed expenses.
- 7.2 The Member being ineligible to submit claims in the future.
- 7.3 The Member reimbursing the City for such claims and any related costs.
- 7.4 The Member being removed from any or all advisory committees, task forces, sub-committees, pillar committees or boards.
- 7.5 The incident being referred to the appropriate authorities for potential legal action.

8. Questions

Questions concerning the interpretation of this policy should be addressed to the Office of the City Clerk.