



Advisory Board and Committee Policy

Section 1 - Purpose

The Municipality of Bayham Advisory Board and Committee Policy will guide a consistent, accountable approach to working with Municipality of Bayham Advisory Board and Committee Members. The Municipality of Bayham Advisory Board and Committee Policy in conjunction with the respective Board or Committees' establishing by-laws and the Rules of Procedure By-law, will guide current and future Advisory Board and Committee Member activity throughout the Municipality of Bayham. The Municipality of Bayham Advisory Board and Committee Policy is part of a broader Municipal effort to participate in meaningful, transparent engagement with all residents of the Municipality of Bayham.

Section 2 - Scope

The Municipality of Bayham Advisory Board and Committee Policy governs the selection, responsibilities and safety of Advisory Board and Committee Members.

Section 3 – Appointments

Advisory Board and Committee Members are appointed by Council through a formal application process unless a Provincial Statute prescribes otherwise.

Vacancies will be advertised on the Municipal Website noting for interested individuals to apply by a specified deadline date. The application form will also be available on the Municipal Website.

The duration of Advisory Board or Committee appointments are the same term of Council. While appointees may serve on more than one Advisory Board or Committee, Council shall give the first consideration to individuals who are not already appointed to another Advisory Board or Committee.

Specific Advisory Board or Committee qualifications are set out in the respective establishing by-laws.

Council may, by resolution, rescind any appointments at any time if required.

Section 4 - Advisory Board and Committee Member Responsibilities

Advisory Board and Committee Members have the responsibility to fulfill their role through the following:

- a) Act as an ambassador of the Municipality of Bayham in the community in an effort to spread knowledge and understanding of the purpose of the specific Advisory Board or Committee;
- b) Not falsely represent the Municipality of Bayham Advisory Boards and Committees to outside partners, agencies or the public;
- c) Respect confidences and privacy of the Municipality of Bayham Advisory Boards and Committees;
- d) Be held accountable for their actions;
- e) Be willing to learn and grow in the Advisory Board and Committee position;
- f) Work cooperatively with Municipality of Bayham Councillors and staff, recognizing and appreciating differences of opinion;
- g) Be considerate, respect competencies and work as a team with all staff and other Advisory Board and Committee Members;
- h) Complete the training and/or orientation provided;
- i) Follow all applicable policies, procedures and by-laws established by the Municipality of Bayham;
- j) Be required to sign a confidentiality statement.

Section 5 - Advisory Board and Committee Member Recognition Program

The Council of the Municipality of Bayham shall every four years, in the final year of a term of Council, recognize Advisory Board or Committee Members and Community Volunteers by hosting a Volunteer Appreciation Night. All Advisory Board and Committee Members and Community Volunteers will have the opportunity to attend and celebrate volunteerism in the Municipality of Bayham. Council shall determine the scope and cost of the event through the budget process.

Section 6 - Accessibility

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

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

Section 7 - Municipal Freedom of Information and Protection of Privacy Act

The Municipal Freedom of Information and Protection of Privacy Act requires the Municipality to protect the privacy of an individual's personal information existing in government records and provides a right of access to information held by the

Municipality. The Municipal Freedom of Information and Protection of Privacy Act creates a privacy protection scheme the Municipality must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, use, disclosure and disposal of personal information in the custody and control of the Municipality.

The Municipality, as a whole, including Advisory Boards and Committees, are accountable for complying with the Municipal Freedom of Information and Protection of Privacy Act. It is against the law to release any personal information to anyone other than the person that the information is about. As such, all Advisory Board and Committee members must sign a Municipal Freedom of Information and Protection of Privacy Act Confidentiality Statement.

Section 8 - Municipal Conflict of Interest Act

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

If an Advisory Board or Committee Member has a conflict of Interest the Municipal Conflict of Interest Act requires:

- a) the Advisory Board or Committee Member to disclose the pecuniary interest;
- b) the Advisory Board or Committee Member to not influence before, during or after a vote;
- c) the Advisory Board or Committee Member to not participate in the discussion or decision making;
- d) the Advisory Board or Committee Member to leave the room, if the matter is dealt with in-camera under the provisions of the Municipal Act, 2001;

In the event of an alleged contravention, an elector may bring an application before a Judge of the Ontario Court of Justice for a determination of whether an Advisory Board or Committee Member has contravened the Municipal Conflict of Interest Act.

Section 9 - Advisory Board and Committee Member Health and Safety

Advisory Board and Committee Members should never be asked to do anything unsafe, and have the right to refuse any request, function or activity they feel is unsafe. The Municipality of Bayham has a wide range of interactions with Advisory Board and Committee Members and therefore expects that different approaches shall apply to different Advisory Board and Committee activities. It is important that approaches be designed within an overall policy framework across the entire Municipality of Bayham.

The health and safety of Advisory Board and Committee Members is paramount and will be managed in accordance with the same principles and processes as that of

Councillors and staff. All Advisory Board and Committee projects will comply with the Occupational Health and Safety Act and Regulations, and the Municipality of Bayham Occupational Health and Safety Policies.

Advisory Board and Committee Members shall have the following responsibilities:

- a) Be familiar with the applicable requirements of the Municipality's Health and Safety Policy and the Occupational Health and Safety Act and Regulations, and ensure compliance with the same;
- b) Take every possible precaution to protect themselves, fellow Advisory Board and Committee Members and the public from health hazards and unsafe situations;
- c) Properly wear and use personal protective equipment where required;
- d) Familiarize themselves with the location and operation of all safety equipment including first-aid kits and fire extinguishers;
- e) Be responsible for the prompt reporting of health and safety hazards, unsafe acts or conditions, accident and injuries;
- f) To not engage in any prank, contest, feat of strength, unnecessary running or rough boisterous conditions.

Advisory Board and Committee Members are prohibited from using or possessing illicit drugs, alcohol or using prescription drugs in any way that is illegal. Municipality of Bayham Advisory Board and Committee Members under the influence of drugs and/or alcohol will not be tolerated, and will result in the Advisory Board and Committee Member's dismissal.

Section 10 - Insurance and Liability

The issue of liability is based on the principle that people are responsible for their conduct in the course of daily activities. Failure to conduct oneself in a responsible and reasonable manner could result in a tort. A tort is a civil wrong as opposed to a criminal wrong and occurs when negligent conduct results in some injury to others. Negligent conduct can include acts of commission or omission. The resulting damage might be to either person or property.

Advisory Board and Committee Members, inclusive of Student, Affiliate and single day volunteers, while acting within a specific Advisory Board and Committee established mandate and under the control and direction of the Council of the Municipality of Bayham are covered by the Municipality of Bayham General Liability Insurance Policy. Advisory Board and Committee Members acknowledge the following:

1. Advisory Board and Committee Members shall not be covered by Workplace Safety Insurance Board coverage.
2. Advisory Board and Committee Members will abide by all applicable Municipal by-laws, policies and rules, as may be amended from time to time.
3. Advisory Board and Committee Members will not use facilities, equipment and property owned by the Municipality without approval of a Municipal staff person.

Section 11 – Administration

Unless the context otherwise requires, the words used in the male gender shall include the female gender and the singular includes the plural, and vice-versa, as the context requires.

Any inquiries on this policy should be directed to the CAO|Clerk or designate.