



# The Corporation of the TOWN OF MILTON

---

Report To: Mayor G.A. Krantz & Members of Council

---

From: Troy McHarg, Town Clerk

---

Date: December 15, 2014

---

Report No: ES-031-14

---

Subject: Review of Governance/Advisory Bodies

**Recommendation: THAT Council approves the revised Terms of References, attached as Appendix A to this report;**

**AND THAT the Town Clerk be directed to give effect to the recommendations in this report, to revise any relevant policies and to present any by-laws to Council for approval as necessary.**

## EXECUTIVE SUMMARY

The Town of Milton currently has a number of governance/advisory bodies that provide input into decision-making in the Town of Milton. Many of these bodies have been in place for a number of years without any significant review of the terms by which each operates. The Senior Management Team and the Town Clerk are of the opinion that a review was overdue, especially in light of increased transparency/accountability measures, increased and faster opportunities to gather public input (public open houses, online surveys, social media), and initiatives for local government that have come into place in recent years. Additionally, this review presented the opportunity to recommend increased flexibility in order for these bodies to achieve their established mandates.

## REPORT

### Background

Governance/advisory bodies for the Town of Milton come in the following forms: boards, advisory committees and their ad-hoc sub-committees. Boards are established or exercise powers granted by a specific Act and they exercise power within that authority. Advisory Committees are established by Council when deemed necessary and they operate within the mandate that they were created under. Both boards and advisory committees have an ongoing, formal structure which typically includes formal agendas and meeting structures. Lastly, ad hoc sub-committees may be formed, for a topic-specific purpose. These sub-committees are informal in their structure, they meet as necessary, and they dissolve upon the completion of their purpose. In addition, informal Task Forces may be created by staff to address particular issues as deemed necessary.



# The Corporation of the TOWN OF MILTON

Report #:  
ES-031-14  
Page 2 of 11

---

Mainly composed of citizens, advisory bodies have had a mandate of providing advice on matters that fall within their respective mandate. Each body has a membership of between seven and 15 members, and most meet on a monthly basis, and have a formal agenda structure. Qualified applicant(s) must be a resident of Milton, or an owner or tenant of land in the municipality, or the spouse of such an owner or tenant and must be a minimum of 18 years of age on the date of appointment (however, the age qualification is waived by Council on certain committees). Interested applicants are interviewed by an Interview Committee, made up of five members of Council.

Since the creation of many of these bodies, the Corporation has exercised minimal oversight or monitoring. In 2012, the Town Clerk's Division took over the administrative and operational functions of most of these bodies. Since then, discussions have occurred with the Senior Management Team regarding the current mandate of some bodies, as well as the efficiency and level of flexibility to achieve the set mandates. Proposed changes would aim to better align advisory bodies with corporate priorities; implement municipal best practices; improve the functioning of advisory bodies in achieving their mandates; and make more efficient use of resources set aside for Council's priorities of good governance, citizen engagement, accountability and transparency.

This report includes both a review of governance and advisory bodies and recommendations for the 2014-2018 term of Council. It also includes an overview of modifications to the mandate included in the Terms of Reference for various governance and advisory bodies. The following bodies are addressed in this report:

- Committee of Adjustment and Consent
- Community Services Advisory Committee
- Heritage Milton
- Milton Centre for the Arts Programming & Sponsorship Committee
- Milton Accessibility Advisory Committee
- Milton Public Library Board
- Milton Transit Advisory Committee
- Naming Conventions Committee

Staff are recommending no modifications to:

- Milton Youth Advisory Committee (Except for an adjustment to the age range to 13 - 18 years of age, to more closely align with how the Town defines youth for programming purposes in the Community Services department)
- Milton Economic Development Advisory Committee
- Milton Seniors' Activity Centre (Discussions will commence with the current Board to move towards a Committee structure and terms of reference. This report will be brought back to Council for consideration at a later date)



Governance bodies were established before electronic and social media tools were either available, or in general use. In essence, they were a direct way for the Town to receive advice from informed citizens about specific issues. Given the significant improvements in approaches to citizen engagement, as well as the increasing ability of citizens to interact directly with their elected representatives and Town staff, staff believe that a “one-size-fits-all” approach to the structure of such bodies is no longer appropriate. Furthermore, several recent studies and staff reports (such as the Trails and Cycling Master Plan, Road Safety, and Cycling Participating Strategy) have noted that there is potential for new committees, or task forces, further prompting staff to consider new and different ways to seek input.

Subsequent to this report the next steps that will be taken will be to complete the Councillor Appointments to Boards and Committees and then undertake the citizen appointments. This is targeted for completion early in the New Year.

## Discussion

The main motivations for reviewing these bodies are:

- A changed public consultation landscape in local government since these Terms were established;
- A commitment to improved, broader civic engagement;
- Greater transparency, more accountability and more efficient governance;
- An effort to focus on the use of these bodies to matters that are relevant to the Corporation’s priorities.

Departments have also implemented additional and innovative ways to connect with the public, particularly for ways to reach out and interact with residents who normally do not participate in structured, formal engagement. In addition, staff feel it prudent to review the purpose, efficiency and standing of these bodies.

Historically, these bodies have positively impacted local governments in a number of ways, including:

- Volunteer advice at a time of shrinking municipal budgets;
- Independent and local advice on major issues facing the Town;
- Added legitimacy and transparency in Council decisions;
- Promotion of civic engagement.

However, over the past years, staff has observed that the overly formal, prescriptive structures of these bodies are being seen as less effective in facilitating the completion of their established mandates. This is partly due to the fact that their formal structure has remained intact even though the environment surrounding them has changed in several ways. In addition, the Town has integrated more direct citizen involvement in almost all aspects of local governance (i.e. public information centres, public open houses, surveys, social media, etc). At the time most of these bodies were established,



# The Corporation of the TOWN OF MILTON

Report #:  
ES-031-14  
Page 4 of 11

electronic and social media tools were not available, or in general use. As a result, a formal structure was a direct way for the Town to receive feedback from citizens. Previously, these bodies have often been used by staff as their de facto public consultation vehicle.

Staff is recommending a revised structure that would make the best use of the knowledgeable citizens who are willing to volunteer their time to help improve Town policies, programs and services. The proposed changes would generally include:

- Open and transparent meetings: Central to the new structure would be a commitment to open and transparent meetings. The previous Terms of Reference allowed for advisory bodies to operate in closed session. Going forward, staff is recommending that these bodies meet in open session. Community Fund application discussions and Senior of the Year nominations (and potentially any new Award programs that may come forward) will remain in closed session, as those would be eventually approved by Council in open session, and are subject to the necessary openness and transparency at that stage.
- Increased flexibility to achieve set mandate: The new structure would allow for regular meetings, with the potential for additional meetings (at the call of staff as necessary) and would allow for the creation of informal sub-committees, on an as-needed basis. This new meeting schedule will give staff increased flexibility in ensuring that proposed meeting dates align with members' schedules and it is believed that this would result in more effective agendas, more fluid participation, and better attendance. Terms would for the most part, specify a range of the number of members, rather than specific numbers. This would ensure continued operation in accordance with the Terms should a vacancy arise during the appointed term. Staff would be also be permitted to establish topic-specific task forces, using targeted recruitment, to receive feedback from citizens and stakeholders on major issues (for example, the Trails & Cycling Master Plan, the Sports Hall of Fame). These groups would be able to meet, without being restricted by formal Rules of Procedure, and they would disband upon notification from the appropriate Department Head.
- Targeted Recruitment for Citizen Appointments: Town staff would engage in both general and targeted recruitment practices to ensure that Council appoints credible and professional citizen advisors. Staff recommends placing more focus on existing community groups that have specific expertise relevant to Council's priorities, and engaging in targeted outreach of their members. The Town Clerk's Division would work with the appropriate department staff in undertaking a wide range of recruitment strategies, including outreach letters to community organizations, and targeted recruitment for Committee-specific skill sets. Social media will also be used to solicit applications and to spread the word about opportunities for volunteers. The appointment process will continue to engage staff in an advisory, non-voting role in the interview process. The Town would also continue the practice of appointing alternates for individual positions, should



“in term” vacancies arise.

- Less mandated formality: Advisory bodies are meant to be more informal in nature than standing committees or Council and as such they do not need to strictly operate under formal parliamentary rules in order to achieve their mandates. Staff is recommending to eliminate the requirement to adhere to strict parliamentary rules (with the exception of the Committee of Adjustment).
- Advice to Council: The current method by which recommendations on all matters are presented to Council are through its staff. Staff take the input from the pertinent body and include that information as part of any considerations prior to making any recommendation to Council, along with other factors that form staff recommendations (for example, the results of a public survey). This process will continue, and Terms will be amended to reflect the current practice.
- Council Liaison role: The primary role of members of Council on most of these bodies is that of liaison. On most bodies it is suggested that one member of Council is sufficient to achieve this role. Members of Council may continue to participate in, but not vote at meetings to which they are not members.
- Administrative: To the greatest extent possible, staff will seek to standardize administrative practices and procedures of the various bodies.

## Specific Amendments

### **1. Committee of Adjustment and Consent**

The mandate will be amended to include property standard hearings to reflect current practice. In addition, the By-law will be revised to provide flexibility with respect to Committee membership and align the procedures for the election of the Chairperson and Vice-Chairperson with the Planning Act. It will also clarify the provisions of the By-law with respect to special meetings. Finally, the By-law will be revised to ensure that all Committee deliberations including the consideration of evidence leading to a decision are held in public consistent with the overall direction to ensure openness and transparency.

### **2. Community Services Advisory Committee**

Staff are recommending the refocusing of the Community Services Advisory Committee to oversee the following:

- oversight and recommendations for the Milton Community Fund
- oversight and recommendations for Award Programs, including but not limited to the Senior of the Year Award
- input on specific subject matter such as Cycling Routes, Trail routes, policy or program development etc.

It is believed that additional public input can be effectively obtained through a combination of active and passive public consultation, including a combination of open houses on park and facility projects, customer surveys, and on topic specific customer / citizen focus groups. This comprehensive form of public consultation has



the potential to solicit a greater diversity of opinions from a larger public catchment pool. If issues require further detailed examination or input, separate focus groups or sub-committees can also be established with affected stakeholders. As always, issues that affect budget or require policy decision would still be presented to Council for final decision.

Staff are recommending the following ongoing consultation approach to ensure valuable and timely public input on general matters related to community services:

### Customer Surveys

- The department has a range of survey tools that are used to solicit feedback regarding recreation program satisfaction, Centre for the Arts patron experience, recreation and meeting space customer experience, etc. This allows the Town to hear directly from those who are using our services.

### Community Input Sessions

- During the development / redevelopment stage of parks and facilities, department staff and/or project consultants host meetings which may include presentations, information panels or discussions to gather input.
- Short survey questionnaires capture feedback from attendees at these sessions and are also posted online to solicit feedback from those unable to attend the sessions.

### Focus Groups

- To gather input on a specific topic, staff have had success with focus groups of stakeholders. Examples of this method include user groups of specific services (rinks, ball diamonds, sport fields), participants in specific programs (Aquafit, fitness classes) and the department has also made changes and improvements to promotional tools based on input from stakeholders (fee assistance, community services guide). It is interesting to note, that our Community Services Advisory Committee members when asked for input ask what comments those closest to the service have offered recognizing that those who use a service are in the best position to offer satisfaction feedback.
- A number of existing Town of Milton advisory committees provide a forum for input (Mayor's Youth Advisory Committee, Milton Accessibility Advisory Committee).

As part of the longer range planning process for department services (master plans) a combination of the above methods are used to attract input from our customers, general public and community stakeholders.

### Websites

- The department provides information about programs and services through the following websites - Town of Milton, Milton Centre for the Arts, Mattamy National Cycling Centre and Move More Milton.
- Links on these sites direct readers to an email address and telephone number allowing for input and a place to connect for further information.



- A form is also available online for those who wish to suggest a new recreation program offering.

Social Media - staff update specific Facebook and Twitter feeds, responding to customer inquiries and providing communication regarding upcoming activities

### **3. Heritage Milton**

Currently, members of the public are able to attend the start of Heritage Milton meetings, until the Committee enters into deliberation. In order to ensure openness and transparency, the By-law will be modified to make the entirety of all Heritage Milton meetings open to the public. This will increase transparency and will align practices with the other Halton Municipalities that hold their entire heritage meetings in open session.

In addition, changes to the By-law will be introduced to ensure that the Committee's mandate is in conformity with the policies of the Town's Official Plan. This change will also necessitate changes to the Town's Site Plan Control By-law to ensure that there is consistency between that By-law and the revised By-law appointing a municipal Heritage Committee.

### **4. Milton Centre for the Arts Programming & Sponsorship Committee**

The committee has not been meeting formally for 24 months, and therefore it is being recommended that this committee be dissolved. Staff will continue working with individual past members of this committee, on an ad hoc basis, as is the current practice.

### **5. Milton Accessibility Advisory Committee**

Staff are recommending reducing the minimum age of members to 15 in order to attract youth with disabilities, and revised meeting times to accommodate a varying demographic.

### **6. Milton Public Library Board**

As the library carries a significant budgetary impact to the tax base, and as there are opportunities to work collectively and ensure synergies are maximized (as noted below), staff is recommending more fiscal accountability by those who are elected by the public. As such, staff is recommending that the composition of the Board be changed to six (6) members consisting of three (3) Councillors, and three (3) members appointed by the Council from the public at large.

A recommendation from the Community Services Master Plan (Draft dated June 2014) references the following opportunity:

B.8 Strengthen synergies with Milton Public Library to eliminate duplication of programs, cross promote programs, use public spaces more effectively and work collaboratively on community driven priorities.

Similarly, a recommendation from the Library Services Master Plan (Draft dated



July 2014) references the following opportunity:

Objective 2c Item 24 Work with the Community Services Department to establish and/or agree upon:

- the mandate of each party relative to programming and service delivery
- shared principles
- areas of existing or potential program duplication
- methods to eliminate duplication
- program areas where common policies and procedures are advisable (eg. User fees, facility allocation and scheduling, revenue generation, cost recovery etc.), and
- a program model for Sherwood Community Centre and Library

## **7. Milton Transit Advisory Committee**

Staff have conducted significant research of nearby municipalities, and have had numerous follow-up discussions with several transit systems in order to determine the current use of advisory committees. The general consensus is that transit advisory committees provide too narrow a scope and perspective on transit related issues. Since committees can be limiting in member participation, commitment and maintaining interest throughout the length of term, transit advisory committees do not adequately capture the entire scope of customer and public feedback that is required to meet community needs. Of particular note:

- None of the Halton municipalities have a formal Transit Advisory Committee. The Town of Oakville and the City of Burlington have both disbanded their formal transit advisory committee structure, while the Town of Halton Hills does not have a transit specific advisory committee.
- The City of Brampton also undertook a review of their transit committee which resulted in disbanding of the formal committee structure. The City noted that advisory committees provided too narrow a perspective on transit related issues, and furthermore, it was noted that the most effective ways to obtain input was through a combination of customer surveys, public information centers and customer/citizen focus groups. Based on those findings, City of Brampton Council disbanded their Transit Advisory Committee and opted to continue with current methods of obtaining public input.

Staff are recommending dissolving the Transit Advisory Committee and in place constituting a task force with a broader mandate (see below), in order to obtain a wider perspective on transit and related issues. It is believed that public input can be effectively obtained through a combination of active and passive public consultation, including a combination of onboard passenger surveys, public information centres and customer / citizen focus groups. This comprehensive form of public consultation has the potential to solicit a greater diversity of opinions from a larger public catchment pool. If issues require further detailed examination, separate focus groups can also be established with affected stakeholders, including members from



legislated advisory committees (e.g. Accessibility Advisory Committee members). These techniques lead to effective solutions that can more adequately meet the needs of both the public and the transit system. As always, issues that affect budget or require policy decision would still be presented to Council for final decision.

The **Milton Transportation, Transit and Roadway Safety Task Force**, would be created to advise on issues pertaining to transit, traffic and parking. In order to obtain a wide array of perspectives on transportation issues, efforts will be made to incorporate representatives from the two School Boards, Metrolinx/GO Transit, along with the pertinent municipal staff (i.e. the Coordinator of Transit, the Coordinator of Traffic & Parking, etc).

Staff are also recommending the following ongoing consultation approach to ensure valuable and timely public input on transit related issues:

### **Existing Methods**

**Milton Transit Public Information Centres:** On average, staff have supported the coordination of 1-2 public information centres per annum on strategic matters such as the Transit Master Plan, Transit Accessibility Plan and significant service plan updates. Staff will continue this practice.

**Milton Transit Customer Information Line:** In conjunction with our contracted transit service provider, PWTransit, staff will continue to track and record customer inquiries, requests and comments monthly for the purpose to evaluate current service levels and preliminarily identify potential service priorities.

**Ad hoc Customer Boarding and Alighting Surveys:** These surveys assess customer travel patterns and bus stop amenity priorities resulting in specific route / service planning assessment. On average, staff coordinate approximately one (1) survey per annum.

**Milton Transit Website:** Presently, staff maintain a transit-specific website to provide current information related to Milton Transit. Customers have a link from the website to email and provide subsequent feedback. Website and email information are included on all published communications.

**Social Media:** Staff consistently update Milton Transit specific Facebook and Twitter feeds, responding to customer inquiries and providing electronic communication regarding service updates, significant detours and upcoming events.

**Community Outreach Program:** Staff will continue to establish community information booths at the following events:

- Milton Farmers' Market: two (2) per annum, based on availability
- Downtown Street Festival: annually
- Milton Transit Stuff-a-Bus Campaigns two (2) per annum

Community information booths provide customer information and solicit feedback from customers / general public.

### **Additional Methods:**

**Solicit input from existing Advisory Committees:** Transit staff will continue attending



Milton Accessibility Advisory Committee meetings (as required), in order to obtain input on accessible transit related initiatives. Furthermore, Transit staff will make use of two other Town's Advisory Committees which contain key demographic transit users (Milton Youth Advisory Committee and the Milton Seniors' Advisory Committee), and will attend their meetings on an as required basis.

Bi-Annual Customer Satisfaction Survey: Every two (2) years, staff will conduct an onboard satisfaction survey to assess customer opinion towards the transit service provided (e.g. level of service, service span, fare policy, cleanliness of buses, customer service aspects, etc.).

Employer Engagement: In conjunction with Smart Commute Halton, staff will support the proactive engagement of local employers in order to provide opportunities to tailor services to meet the needs of their organization.

Quarterly Ridership Performance Reports: In addition to current staff input into quarterly financial variance reporting, staff will prepare high-level quarterly ridership key performance indicator (KPI) summary reports, to be forwarded to the proposed Committee of the Whole.

## 8. Naming Conventions Committee

The goal of the Committee is to implement the following two Corporate policies: the Naming/Renaming of Town Owned Facilities Policy, and the Naming of Streets Policy). The current committee is made up of four staff members, and three members of Council. Approved names then go to Council for final endorsement.

Staff are recommending the dissolving of this committee because the mandate of this committee can be achieved more efficiently through our current staff recommendation/Council decision process. Staff will continue to review names based on corporate policies, then solicit feedback from members of Council, and then seek final approval from Council via a staff report. Members of Council and of the public would be able to continue to suggest names for approval, as per current practice.

### Relationship to the Strategic Plan

The recommendations in this report relate directly to the goal of a responsible, cost effective and accountable local government.

### Financial Impact

There are no significant financial impacts arising from the recommendations in this report.

Respectfully submitted,  
Troy McHarg  
Town Clerk



# The Corporation of the TOWN OF MILTON

Report #:  
ES-031-14  
Page 11 of 11

For questions, please  
contact:

Troy McHarg Ext 2132

## Attachments

Appendix A - Revised Terms of References

CAO Approval  
William Mann, MCIP, RPP, OALA, CSLA, MCIF, RPF  
Chief Administrative Officer



## **COMMUNITY SERVICES ADVISORY COMMITTEE**

### **Terms of Reference**

#### **1. Mandate**

The mandate of the Community Services Advisory Committee (CSAC) is to advise and assist Town staff with: Milton Community Fund, Award Programs (including but not limited to the Senior of the Year Award) and input on specific subject matter such as Cycling Routes, Trail routes, policy or program development etc.

The CSAC members will be available as a resource to staff, providing input on matters being pursued to achieve Council's strategic priorities.

#### **2. Composition**

The Committee composition will be between five (5) to seven (7) appointed members of the community, including one (1) of who may be a member of Council.

#### **3. Term**

Committee members shall be appointed for a term that runs concurrent with the Term of the appointing Council, or until such time as their successor(s) are appointed.

#### **4. Selection of the Chair and Vice-Chair**

The Committee will select the Chair and the Vice-Chair at the initial meeting for a term of two (2) years.

#### **5. Public Communications**

- 5.1 Committee members appearing before Town Council shall clearly indicate that they are appearing as a citizen (or on behalf of another organization) and not in their capacity as a member of the Committee. They may present a position which is their

personal position or is the position of the organization they represent.

- 5.2 Public statement, position, or opinion shall only be released by Milton Council or staff where appropriate and shall be the official statement of the Town of Milton. The Committee shall recognize and work to support this position publicly.
- 5.3 Nothing in section 5 is meant to affect the free and open dialogue at Committee meetings or among Committee members.
6. Citizen members shall comply with, and sign off on the "Citizen Member Code of Conduct", attached as Appendix A.



## Citizen Member “Code of Conduct”

Citizen appointees provide informed advice and guidance, as well as facilitate public input to staff on programs and policies. In recognition of the impartial and objective advice that is received as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all citizen members to ensure they are acting in a manner that is appropriate with regard to his or her appointment. This Code of Conduct does not replace legislation or personal ethics. The onus is on the member to ensure that they adhere to this Code of Conduct.

1. Citizen members shall act in a manner that accomplishes the following:
  - (a) Fulfills the mandate and mission statement of his or her board or committee;
  - (b) Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
  - (c) Demonstrates respect for all fellow members, Council, staff and the public regardless of cultural, or linguistic diversity and life circumstances;
  - (d) Respects and gives fair consideration to diverse and opposing viewpoints;
  - (e) Demonstrates due diligence in preparing for meetings, special occasions or other board and committee related events;
  - (f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the board or committee;
  - (g) Conforms with all relevant legislation, by-laws, policies and guidelines;
  - (h) Works in conjunction with the community;
  - (i) Contributes in a meaningful manner, offering constructive comments.
2. A citizen member shall not:
  - (a) Engage in any business or transaction or have a financial or personal interest that is incompatible with the discharge of his or her official duties;
  - (b) Place themselves in a position where she/he is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;

- (c) Accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which she/he or his or her relatives have an interest, financial or otherwise;
  - (d) Deal with an application to the Town for a grant, award, contract or other benefit involving his or her spouse, live-in partner, child or parent;
  - (e) Place themselves in a position where she/he could derive any direct or indirect benefit or interest from any matter about which they can influence decisions;
  - (f) Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
  - (g) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by his or her respective board or committee;
  - (h) Disclose or release by any means, confidential information which they have acquired by virtue of their appointment with the Town for personal or private gain, for the gain of their relatives, affiliated organizations or their employer.
3. A member must consult with the respective Senior Manager or designate, immediately if s/he could be involved in either a real or perceived conflict of interest as prohibited by the Code.
4. Where a member believes or has been advised that s/he has or may have a conflict of interest in a particular matter, s/he shall:
- (a) Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - (b) Leave the room for the duration of time that the matter is being considered;
  - (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
  - (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Should a member breach any of the clauses set out herein, the board/committee or staff may censure the member or recommend his or her removal to Council.

---

Member's Name (printed)

By signing below, I acknowledge having read and I understand the foregoing and agree to be bound by the provisions contained herein.

---

Signature

---

Date

# **MILTON PUBLIC LIBRARY BOARD**

## **Terms of Reference**

### **1. Council Mandate**

The Milton Public Library Board is authorized and established by Milton Council via By-law #91-86 in accordance with the Ontario *Public Libraries Act*, R.S.O. 1984.

### **2. Goal**

The goal of the Milton Public Library Board is to analyze and interpret the needs of the community with respect to library service.

### **3. Scope and Purpose**

The powers and duties of the *Board* are defined by the Ontario Public Libraries Act R.S.O. 1990. The *Board*,

- (a) shall seek to provide, in co-operation with other Boards, a comprehensive and efficient public library service that reflects the community's unique needs;
- (b) shall seek to provide library services in the French language, where appropriate;
- (c) shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations;
- (d) may operate special services in connection with a library as it considers necessary;
- (e) shall fix the times and places for *Board* meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept;
- (f) shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time;
- (g) shall make provision for insuring the *Board's* real and personal property;
- (h) shall take proper security for the treasurer; and
- (i) may appoint such committees as it considers expedient.

In addition to the above, the purpose of the Milton Public Library Board is:

- To determine, develop and establish library objectives appropriate to the needs of the community and re-examine at least every (3) years.
- To select and appoint at adequate salary a Chief Executive Officer.
- To secure adequate funds from the appropriate agencies to make objectives a reality.
- To approve the budget and the expenditure of the library funds. Make statement of financial requirements to Council
- To establish policies governing library programs and operations of library, after consultation with CEO,
- To maintain awareness of library trends.
- To develop a program of public relations, which will ensure the working relationship with politicians, local agencies, community groups and organizations, and the Ministry.
- To arrange, aid and encourage seminars and/or workshops for development of, and to make fuller use of, Trustee talent and expertise.
- To provide opportunities for continuing education for staff.
- To promote library legislation that improves and extends library service.
- To review, amend and approve the Milton Public Library governance policies and *Board* by-laws on an annual basis.
- To protect the organization's information closely and not release or share confidential information as per Corporate Policy #25 - Citizen Committees; Code of Conduct.

#### 4. **Definitions**

The Milton Public Library shall be hereinafter referred to as the *Library*. The Milton Public Library Board shall be hereinafter referred to as the *Board*.

#### 5. **Composition**

5.1 The *Board* shall be composed of the following members:

Six (6) members consisting of three (3) Councillors, and three (3) members appointed by the Municipal Council from the public at large.

5.2 The CEO acts as Secretary-Treasurer to the *Board*.

## 6. **Selection of Members**

6.1 A person is qualified to be appointed as a member of the *Board* who is a member of the appointing Council or;

- a) Is at least eighteen (18) years old.
- b) Is a Canadian Citizen.
- c) Is a resident of the municipality for which the *Board* is established.
- d) Is not employed by the municipality or county.

6.2 If a *Board* member,

- a) Is convicted of an indictable offence;
- b) becomes incapacitated;
- c) is absent from the meetings of the *Board* for three (3) consecutive months without being authorized, by a *Board* Resolution;
- d) ceases to be qualified under Section 6.1 or
- e) otherwise forfeits his or her seat;

the member's seat becomes vacant and the remaining members shall forthwith declare the seat vacant and notify the appointing Council accordingly.

6.3 Resignations must be addressed to Council and, where pertinent, to the School Board with a copy to the CEO.

6.4 Where a vacancy arises in the membership of the *Board*, the appointing Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the term is less than forty-five (45) days.

## 7. **Term**

7.1 *Board* members shall be appointed for a term that runs concurrent with the Term of the appointing Council, or until such time as their successor(s) are appointed.

7.2 *Board* members shall be appointed by Milton Council for a maximum possible length of two consecutive terms, or any part thereof. An individual may reapply for service on the *Board* providing a minimum of two (2) years has elapsed since the expiration of the maximum length of service. (As per Corporate Policy No. 25)

- 7.3 Notwithstanding the above, Council may waive the maximum two term service on a Board or Committee, at its discretion. (As per Corporate Policy No. 25)

**8. Frequency & Location of Meetings**

The Library Board holds regular meetings at least once monthly from January to June and from September to December, both inclusive, and at such times as it considers it necessary. *Board Meetings* are held on the third Wednesday of the month, at 7:00 p.m. in the board room of the administration building.

**9. Quorum**

- 9.1 Quorum of the *Board* shall consist of a majority of the number of voting members currently on the *Board* and is necessary for the transaction of business at a meeting. Motion #466 of the *Board* (1987) states that a meeting duly called to order (i.e. quorum is present) may continue at the pleasure of the remaining members, should members leaving the meeting reduce the remainder to less than a quorum.

**10. Selection of the Chair and Vice-Chair**

- 10.1 The *Board* will elect the Chair for a term that is agreeable to the *Board* members, at the first meeting of a new *Board*, or at the first meeting of the new term.
- 10.2 A Vice-Chair is elected for a term concurrent with the Chair's term.

**11. Role of the Chair and Vice-Chair**

- 11.1 The Chair shall give notice of each regular and special meeting to the members and to the Chief Executive Officer. Notice shall be accompanied by the Agenda and any other matter to be brought before the meeting.
- 11.2 The Chair may call a special meeting at any time as long as a reasonable attempt is made to notify all members. Lack of receipt of a regular or special meeting shall not affect the validity of holding the meeting or any action taken thereat.
- 11.3 The Chair is the official spokesperson for the Library in issues before Council and in the press.

11.4 During meetings, the Chair is responsible for:

- calling the meeting to order,
- announcing the items of business in the order in which they appear on the agenda,
- reading the items of business in the order in which they appear on the agenda,
- presiding over the debate, and subject to the appeal by the members, deciding on all questions of order and general meeting tone,
- acting as the neutral party - not taking sides in a debate but ensuring that the meeting is conducted in a democratic manner and that time is not wasted.

If the Chair wants to speak to a subject or propose a motion he or she should turn the chair over to an appropriate *Board* member.

11.5 In the absence of the Chair, the Vice-Chair shall assume the Chair.

11.6 Additional duties may be undertaken by the Vice-Chair at the *Board's* request.

## 12. **Roles of Responsibilities of Members**

### 12.1 Secretary and Treasurer

The *Board* shall appoint a secretary who shall

- conduct the *Board's* official correspondence; and
- keep minutes of every meeting of the *Board*.

The secretary's duty of keeping minutes also includes preparation of the agenda in cooperation with the Chair and distribution of all reports and enclosures with the agenda (*Board* package).

### 12.2 Treasurer

The *Board* shall appoint a treasurer, who shall,

- receive and account for all the *Board's* money;
- deposit all money received on the *Board's* behalf to the credit of that account or accounts; and
- disburse the money as the *Board* directs.

The *Public Libraries Act, R.S.O. 1990, chapter P. 44*, also states that, "the same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer". Section 15 (5)

The Chief Executive Officer, or designate, shall attend all *Board* meetings and shall have the other powers and duties that the *Board* assigns to him or her from time to time, as per the Ontario Public Libraries Act, R.S.O. 1990.

### 12.3 Committees and Representations

Library Board members are expected to serve on committees. The Chair attends all committee meetings in an ex-officio capacity. Councillors may be excused from participation but all other *Board* members sit on one of two committees - Budget and Personnel. The *Board* shall nominate and appoint the Chairs of the Budget and Personnel Committees and appoint *Board* members to these committees.

In addition, a *Board* member is appointed to the Negotiating Committee for the purposes of collective bargaining.

The Budget Chair works closely with Chief Librarian in reviewing the Budget, chairs the Budget Committee meetings, (which are held based on recommendations from the CEO), presents the Operating and Capital Budget to the *Board*, and is prepared to speak to it at Council.

The Personnel Chair calls and presides over the Personnel Committee meetings, which are held each spring to complete, with input from all *Board* members, the CEO evaluation. The Chair of the Personnel Committee and the Chair of the Library Board meet with the CEO to review the evaluation.

The CEO does not attend the Personnel Committee meetings but does attend all Budget committee meetings.

The *Board* also appoints one (1) member to act as their representative on the SOLS Escarpment Trustee Council. Each Council meets two (2) times per year. The purpose of the meeting is for library trustees to share information with each other on topics of mutual concern and offer advice and feedback to SOLS on services.

### 13. **Voting**

- 13.1 Voting is carried out by a show of hands, unless otherwise indicated.
- 13.2 All decisions shall be made at the public meeting.
- 13.3 A simple majority (one more than half the *Board*) is required to pass a motion. "The chair or acting chair of a *Board* may vote with the other members of the *Board* upon all questions, and any question on which there is an equality of votes shall be deemed to be negative". *Public Libraries Act, R.S.O. 1990, chapter P. 44* Section 16 (6) That is, if the vote is tied, the motion is defeated.

### 14. **Public Access and Delegations**

- 14.1 At public meetings, from time to time, the public may wish to address the *Board* through the Chair. Requests should be directed to the Chair prior to the meeting.
- 14.2 Any delegation wishing to address the Milton Public Library Board:
  - a) regarding matters on the agenda, may be heard by the *Board*, upon request to the appropriate staff member, setting out the issue to be presented to the *board*, by 10:00 a.m. on the day before the meeting.
  - b) regarding matters not on the agenda, may be heard by the *Board*, upon request to the appropriate staff member in writing, setting out the issue to be presented to the *Board*, at least five (5) days before the date and time of the meeting of the *Board*.
- 14.3 Every such delegation shall be limited to ten (10) minutes for speaking to the *Board* unless approval of the *Board* is obtained by the Chair to extend or limit the speaking time further for the delegation concerned.
- 14.4 Upon the completion of a presentation to the *Board* by a delegation, any discourse between *Board* members and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. *Board* members shall not enter into debate with the delegation respecting the presentation.

14.5 No delegation shall:

- a) speak disrespectfully of any person;
- b) use offensive words or unparliamentary language;
- c) speak on any subject other than the subject for which they have received approval to address the Committee; or
- d) disobey the rules of procedure or a decision of the Chair or *Board*.
- e) allow cell phones, and electronic devices to be turned on. These devices can be otherwise set so as not to emit any audible sound during a meeting.

**15. Sessions Closed to the Public**

15.1 Except as provided in this section, all meetings shall be open to the public. At the regular *Board* meeting, the *Board* may move "In Camera" to deal with items if the subject matter being considered relates to:

- a) The security of the property of the *Board*;
- b) Personal matters about an identifiable individual;
- c) A proposed or pending acquisition or disposition of land by the *Board*;
- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation including matters before administrative tribunals, affecting the *Board*;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a Board or Committee of a Board may hold a closed meeting under another Act;
- h) the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the *Board* is the head of an institution for the purposes of that Act;
- i) when section 15.1 (a) to (h) permits or requires the meeting to be closed to the public; and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the *Board* or Committee of the *Board* or persons retained by or under contract with the *Board*.

15.2 Upon returning from the "In Camera" session, the *Board* shall:

- a) Make a report, or
- b) State nothing to report

15.3 A motion may be made to approve the report, without making the report public. Motions made shall be recorded.

- 15.4 At the regular *Board* meeting, the Committee Chair will bring forward any recommendations made either at Committee meetings or during the “In Camera” sessions.

16. **Resources**

**Support Staff**

- 16.1 The CEO acts as Secretary-Treasurer to the *Board*. Staff shall only be responsible to support working groups that are expressly established by these Terms of Reference

**Advisory Staff**

- 16.2 Staff from the Library shall provide support to the *Board*, including background information, resources and advice to assist them in their role.

It shall be the responsibility of appropriate staff from the Library to ensure that the *Board* members follow these Terms of Reference and to provide advice to the *Board* in this regard.

*Board* members shall reject offers of gifts, favours, or benefits of a personal nature except normal promotional handouts of a nominal value.

**Membership Support**

- 16.3 Members will be provided with resources necessary to fully participate in the *Board*, which shall include: development opportunities and transportation expenses.

**Additional Resources**

- 16.4 From time to time the *Board* may request the advice or participation of individuals or organizations with a particular area of expertise, if it is germane to the scope and purpose of the *Board*.

17. **Committee Records**

- 17.1 Agendas and accompanying *Board* packages are placed at the Circulation Desk of the library before the Wednesday meeting date. *Board* members are required to pick up packages before the meeting.

17.2 The *Board* shall prepare, at minimum, an annual report including, but not limited to, activities and achievements reached during the year. (As per Corporate Policy No.25)

17.3 Meeting format will be as follows:

- a) Approval of agenda
- b) Acceptance of a Consent Agenda including
  1. Approval of minutes of previous meeting
  2. Receive Correspondence
  3. Approval of accounts for the period
- c) Reports:
  - CEO Report – the CEO will prepare a written report to the *Board* on current library activities, changes in program or procedure, library-related community events.
  - Councillor's Report
  - Committee Reports – the appointed *Board* representative or Committee Chair reports on activities, issues and presents motions to be considered by the *Board*.
  - When an item of new business requires a motion, when possible and/or appropriate, a report will be provided with the Agenda or at the *Board* meeting. When action is required, a Motion is entertained, seconded, discussion follows and the question is called.
  - New Business – Items new to the *Board* may be raised by CEO and/or any member. Items are placed on the Agenda by calling the CEO/Administrative Officer one week prior to the *Board* meeting.
  - Future Meetings – *Board* and Committee meetings, as well as other meetings of interest to trustees, falling in the month will be listed.

17.4 Minutes are recorded for later transcription in draft form, and forwarded to *Board* members before the next meeting. Additions or corrections are brought to the following full *Board* meeting adoption in the Minutes.

17.5 Minutes shall be distributed as deemed necessary by the *Board*, which includes being made available to the public, by posting them on the Milton Public Library's website.

17.6 A copy of all minutes is retained on file in Administration and Information Services, for reference by Trustees and the public. A copy

of posted on the staff Bulletin boards in all buildings and the Library's website.

17.7 Minutes of Committee Meetings are recorded by the appointed member and forwarded to *Board* members only.

## 18. **Conflict of Interest**

18.1 *Board* members must declare any conflict of interest with respect to their fiduciary responsibility. If a conflict of interest does arise, an opportunity to declare such is given at the beginning of every *Board* meeting:

- There must be no self-dealing or any conduct of private business or personal services between any *Board* member and the Library except as procedurally controlled, to ensure openness, competitive opportunity and equal access to "inside" information. Each *Board* member shall disclose to the *Board* any personal interest which may have in any matter pending before the *Board* and shall refrain from any participation in any decision on such matter.
- *Board* members must not use their positions to obtain employment in the organization for themselves, family members, or close associates.
- Should a *Board* member be considered for employment with the Library, s/he must temporarily withdraw from *Board* deliberation, voting and access to applicable *Board* information.

## 19. **Maintenance and Refinement of Terms of Reference**

19.1 These Terms of Reference shall be maintained by staff from the Milton Public Library.

19.2 Amendments to these Terms of Reference may be proposed by the *Board*, through staff, via a report to Council.

## 20. **Public Communications**

20.1 When appearing before a Town of Milton Standing Committee or Milton Council on behalf of or as a representative of the *Board*, members shall present the *Board's* official position on a particular matter. However, where a Committee member appears before a Town of Milton Standing Committee or Town Council and clearly indicates that they are appearing on behalf of another organization or as a citizen and not in their capacity

- as a member of the *Board*, they may present a position which is their personal position or is the position of the organization they represent.
- 20.2 Only statements, positions or opinions that have been authorized by Milton Council through specific direction or through the *Board's* fulfilment of the goal(s) listed in section 2, shall be released publicly as the *Board's* positions and goal(s).
- 20.3 The *Board* shall not declare that the *Board's* position's is the official position of the Town of Milton without the direct authorization of Milton Council.
- 20.4 A statement, position, or opinion released by Milton Council shall be the official statement of the Town of Milton and the *Board* shall recognize and work to support Milton Council's position publicly.
- 20.5 Nothing in section 20.1 or 20.2 is meant to affect the free and open dialogue at *Board* meetings or among *Board* members.

## 21 **Parliamentary Authority**

The *Board* shall use the Town of Milton's procedural by-law for the dispatch of their business, unless the *Board* has established their own procedural rules and practices, at which time such procedural rules and practices shall take precedence over the Town's procedural by-law.

## 22 **Code of Conduct**

Citizen members shall comply with, and sign off on the "Citizen Member Code of Conduct", attached as Appendix A.



## Citizen Member “Code of Conduct”

Citizen appointees provide informed advice and guidance, as well as facilitate public input to staff on programs and policies. In recognition of the impartial and objective advice that is received as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all citizen members to ensure they are acting in a manner that is appropriate with regard to his or her appointment. This Code of Conduct does not replace legislation or personal ethics. The onus is on the member to ensure that they adhere to this Code of Conduct.

1. Citizen members shall act in a manner that accomplishes the following:
  - (a) Fulfills the mandate and mission statement of his or her board or committee;
  - (b) Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
  - (c) Demonstrates respect for all fellow members, Council, staff and the public regardless of cultural, or linguistic diversity and life circumstances;
  - (d) Respects and gives fair consideration to diverse and opposing viewpoints;
  - (e) Demonstrates due diligence in preparing for meetings, special occasions or other board and committee related events;
  - (f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the board or committee;
  - (g) Conforms with all relevant legislation, by-laws, policies and guidelines;
  - (h) Works in conjunction with the community;
  - (i) Contributes in a meaningful manner, offering constructive comments.
2. A citizen member shall not:
  - (a) Engage in any business or transaction or have a financial or personal interest that is incompatible with the discharge of his or her official duties;
  - (b) Place themselves in a position where she/he is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;

- (c) Accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which she/he or his or her relatives have an interest, financial or otherwise;
  - (d) Deal with an application to the Town for a grant, award, contract or other benefit involving his or her spouse, live-in partner, child or parent;
  - (e) Place themselves in a position where she/he could derive any direct or indirect benefit or interest from any matter about which they can influence decisions;
  - (f) Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
  - (g) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by his or her respective board or committee;
  - (h) Disclose or release by any means, confidential information which they have acquired by virtue of their appointment with the Town for personal or private gain, for the gain of their relatives, affiliated organizations or their employer.
3. A member must consult with the respective Senior Manager or designate, immediately if s/he could be involved in either a real or perceived conflict of interest as prohibited by the Code.
4. Where a member believes or has been advised that s/he has or may have a conflict of interest in a particular matter, s/he shall:
- (a) Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - (b) Leave the room for the duration of time that the matter is being considered;
  - (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
  - (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Should a member breach any of the clauses set out herein, the board/committee or staff may censure the member or recommend his or her removal to Council.

---

Member's Name (printed)

By signing below, I acknowledge having read and I understand the foregoing and agree to be bound by the provisions contained herein.

---

Signature

---

Date



## **MILTON ACCESSIBILITY ADVISORY COMMITTEE**

### **Terms of Reference**

#### **1. Mandate**

The goal of the Milton Accessibility Advisory Committee is to advise and assist Town staff, in accordance with the *Ontarians with Disabilities Act, 2001*, in promoting and facilitating a barrier-free Town for citizens of all abilities (universal accessibility), including persons with disabilities.

#### **2. Composition**

2.1 The Committee composition will be between five (5) and seven (7) members, including:

a) Majority of the members shall be persons with disabilities. These Committee members shall be representative of gender, ethnicity and different types of visible and invisible disabilities noted in the ODA such as persons with physical (visual, speech, hearing, deaf, brain injury, use of a wheelchair); cognitive (intellectual impairments); perceptual (learning disability) and mental health disabilities. Disabled persons applying for membership must come forward and acknowledge their disability.

b) The remaining members must not have a disability, including one (1) of who may be a member of Council.

#### **3. Term**

3.1 Committee members shall be appointed for a term that runs concurrent with the Term of the appointing Council, or until such time as their successor(s) are appointed.

#### **4. Selection of the Chair and Vice-Chair**

The Committee will select the Chair and Vice-chair at the initial meeting for a term of two (2) years.

**5. Public Communications**

- 5.1 Committee members appearing before Town Council shall clearly indicate that they are appearing as a citizen (or on behalf of another organization) and not in their capacity as a member of the Committee. They may present a position which is their personal position or is the position of the organization they represent.
  - 5.2 Public statement, position, or opinion shall only be released by Milton Council or staff where appropriate and shall be the official statement of the Town of Milton. The Committee shall recognize and work to support this position publicly.
  - 5.3 Nothing in section 5 is meant to affect the free and open dialogue at Committee meetings or among Committee members.
- 6.** Citizen members shall comply with, and sign off on the “Citizen Member Code of Conduct”, attached as Appendix A.



## Citizen Member “Code of Conduct”

Citizen appointees provide informed advice and guidance, as well as facilitate public input to staff on programs and policies. In recognition of the impartial and objective advice that is received as well as the challenges and inherent restrictions placed upon these same individuals in assessing and recommending various options in a conscientious and ethical manner, the following Code of Conduct is provided as a general standard for all citizen members to ensure they are acting in a manner that is appropriate with regard to his or her appointment. This Code of Conduct does not replace legislation or personal ethics. The onus is on the member to ensure that they adhere to this Code of Conduct.

1. Citizen members shall act in a manner that accomplishes the following:
  - (a) Fulfils the mandate and mission statement of his or her board or committee;
  - (b) Respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
  - (c) Demonstrates respect for all fellow members, Council, staff and the public regardless of cultural, or linguistic diversity and life circumstances;
  - (d) Respects and gives fair consideration to diverse and opposing viewpoints;
  - (e) Demonstrates due diligence in preparing for meetings, special occasions or other board and committee related events;
  - (f) Demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the board or committee;
  - (g) Conforms with all relevant legislation, by-laws, policies and guidelines;
  - (h) Works in conjunction with the community;
  - (i) Contributes in a meaningful manner, offering constructive comments.
  
2. A citizen member shall not:
  - (a) Engage in any business or transaction or have a financial or personal interest that is incompatible with the discharge of his or her official duties;
  - (b) Place themselves in a position where she/he is under obligation to any person who might benefit from special consideration or favour on their part or who might seek in any way preferential treatment;
  - (c) Accord, in the performance of his or her official duties, preferential treatment to relatives or to organizations in which she/he or his or her relatives have an interest, financial or otherwise;

- (d) Deal with an application to the Town for a grant, award, contract or other benefit involving his or her spouse, live-in partner, child or parent;
  - (e) Place themselves in a position where she/he could derive any direct or indirect benefit or interest from any matter about which they can influence decisions;
  - (f) Benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public; and
  - (g) Accept gifts, hospitality, or entertainment that could reasonably be construed as being given in anticipation or recognition of special consideration by his or her respective board or committee;
  - (h) Disclose or release by any means, confidential information which they have acquired by virtue of their appointment with the Town for personal or private gain, for the gain of their relatives, affiliated organizations or their employer.
3. A member must consult with the respective Senior Manager or designate, immediately if s/he could be involved in either a real or perceived conflict of interest as prohibited by the Code.
4. Where a member believes or has been advised that s/he has or may have a conflict of interest in a particular matter, s/he shall:
- (a) Prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - (b) Leave the room for the duration of time that the matter is being considered;
  - (c) Not take part in the discussion of, or vote on any question or recommendation in respect of the matter; and
  - (d) Not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.
  - (e)

Should a member breach any of the clauses set out herein, the board/committee or staff may censure the member or recommend his or her removal to Council.

\_\_\_\_\_  
Member's Name (printed)

By signing below, I acknowledge having read and I understand the foregoing and agree to be bound by the provisions contained herein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date