



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