

Specific Conduct

- (a) Advisory committee members shall, when conducting committee business, preparing written correspondence, interacting with Members of Council, the media, the public or staff, act in a manner that:
 - (i) fulfills the mandate of the committee;
 - (ii) respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
 - (iii) demonstrates respect for all fellow committee members, Council, the public and staff;
 - (iv) respects and gives fair consideration to diverse and opposing viewpoints;
 - (v) demonstrates due diligence in preparing for meetings, special occasions, or other committee related events;
 - (vi) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
 - (vii) conforms to relevant legislation, by-laws, policies and guidelines; and
 - (viii) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.

- (b) In the performance of his or her duties, a committee member shall not:
 - (i) place him or herself in a position where a member is under obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
 - (ii) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise;
 - (iii) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or his or her immediate relative;
 - (iv) place his or herself in a position where the member could derive any direct benefit or interest from any matter about which he/she can influence decisions; and
 - (v) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.

- (c) Where an advisory committee member believes he or she has a conflict of interest in a particular matter, he or she shall:
 - (i) prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
 - (ii) remove themselves from the table for the duration of time that the matter is being considered and during in-closed session, remove themselves from the room;