



Hamilton

# **KEEP HAMILTON CLEAN & GREEN ADVISORY COMMITTEE**

## **CITIZEN COMMITTEE REPORT PROCEDURE**

# WHEN A CITIZEN COMMITTEE REPORT IS REQUIRED:

- Use of budget funds on expenditures outside of approved expenditures
- Changes to the Terms of Reference (i.e. membership; mandate; etc.)
- Delegations to other Advisory Committees, Sub-Committees and Standing Committees on behalf of the Advisory Committee
- Recommendations outside the purview of the Advisory Committee involving City infrastructure (i.e. roads, sidewalks, processes, etc.)
- Correspondence to any outside agencies, including other Levels of Government and the media
- Events or Actions that the Committee wishes to take, that fall outside of the Committee's Terms of Reference

# WHEN A CITIZEN COMMITTEE REPORT IS NOT REQUIRED:

- Delegations to an Advisory Committee's respective Standing Committee
- Approved budgetary items
- Formation of Working Groups
- Holding community events to gain insight or feedback from the community group the Committee represents (e.g. a speakers event)
- Providing feedback to staff on city services and programs
- Inviting members of the community to speak at Advisory Committee meetings



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THANK YOU