



City of Stratford Terms of Reference

ADVISORY COMMITTEE NAME: Energy and Environment Committee

MANDATE:

The main purpose of the Energy and Environment Committee is to study all matters coming to its attention which might have any effect on the environment, particularly the environment of the City of Stratford and its surroundings. The Committee's principal goal will be to improve the environment and advocate for energy efficiency across the entire municipal spectrum. The Committee will strive to maintain Stratford's reputation as a community of environmental excellence. The Committee shall be advisory in nature and shall advise City Council of environmental matters and may from time to time make such recommendations to Stratford City Council concerning the environment as it deems advisable.

COMPOSITION AND TERMS OF APPOINTMENT:

Representative / Organization	Member(s)
a) Members of City Council	(2)
b) Mayor is ex-officio	
c) Citizens-at-large	(7)
d) Civic Beautification and Environmental Awareness Committee (CBEAC)	(1)
e) Youth representative (one-year term)	(1)
f) Avon River Environment Association (AREA)	(1)
g) Climate Momentum	(1)
Total	13

STAFF RESOURCES:

- Waste Reduction Coordinator, Infrastructure Services Department, or as determined by the Director;
- Recording Secretary – Clerk's Division

MEETINGS:

The Energy and Environment Committee shall meet once per month. Sub-committees may be established to deal with a particular issue. The Energy and Environment Committee will report to City Council mainly through the Infrastructure, Transportation and Safety Sub-committee of Council.

ROLE OF ADVISORY COMMITTEE MEMBERS

Chair

- is the official spokesperson for the Advisory Committee and speaks on behalf of the Advisory Committee to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a Committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- conducts the meeting in accordance with the Procedural By-law.

Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting.

Advisory Committee Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- focus on the meeting;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- have all handouts photocopied before the meeting;
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Recording Secretary in advance if unable to attend the committee meeting.

Resource Staff

- attend Advisory Committee meetings as necessary;
- respond to specific questions at meetings;
- participate in the discussion at the Advisory Committee meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the CAO or the Director of the appropriate department is required before the work proceeds;
- updates the CAO and Director of the appropriate department on issues before the Advisory Committee, as deemed appropriate.

Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;
- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the Advisory Committee meeting.