



## City of Stratford Terms of Reference

**ADVISORY COMMITTEE NAME:** Stratfords of the World - Ontario Committee

**MANDATE:**

1. To facilitate exchange programs which meet the cultural, educational and social needs of our community;
2. To encourage community partnerships which provide additional opportunities;
3. To assist with the biennial (recurring every 2 years) citizen exchange program between Stratford ON, Stratford PEI, Stratford Connecticut, Stratford-upon-Avon England, Stratford Australia, Stratford New Zealand.
4. To co-ordinate a host program as required;
5. To ensure that the annual Friendship Flower Bed is updated;
6. To be financially sustainable.

**COMPOSITION AND TERMS OF APPOINTMENT:**

The Stratfords of the World – Ontario Committee is comprised of 11 members or as otherwise established by City Council:

<b>Representative / Organization</b>	<b>Member(s)</b>
▪ Citizens	10
▪ City Councillor	1
▪ Mayor (ex-officio)	

The members of the committee shall be appointed by City Council and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford. Staff representatives shall be non-voting members.

**STAFF RESOURCES:**

- Recording Secretary – Clerk's Office

**QUORUM:**

Quorum for the conduct of business at Advisory Committee meetings shall be as determined by the 'Policy on Council Appointed Advisory Committees'. Non-voting positions on the Advisory Committee shall not be counted when determining quorum.

Quorum is the number of people required to be present at a meeting to validate the transaction of the advisory committee's business. Quorum is a majority of the whole

number of members of the advisory committee (more than 50%) and is required whenever a vote, recommendation or other decision is taken by the committee. Official business of the advisory committee cannot be conducted when there is a lack of quorum.

### **MEETINGS:**

The Advisory Committee will hold regular meetings or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair. Meetings of the Advisory Committee shall be open to the Public, except that a meeting or part of a meeting may be closed to the public (In-camera Session) if the subject matter being considered is prescribed under law as a matter that may be discussed at a closed meeting.

The Advisory Committee will liaise and report to Council through the Finance & Labour Relations Sub-committee of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council.

### **REMUNERATION**

Advisory Committee members shall serve without remuneration.

### **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 Procedural By-law 216-2002.

#### 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;

### 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;

### Recording Secretary

- sorts out the comments, suggested actions and decisions expressed at the meeting and produces a summation of the discussion and the decisions or recommendations made by the advisory committee;
- keeps track of attendance at meetings;
- requests that the Chair temporarily halt the meeting if comments are flowing so fast or there is more than one discussion going on at the same time, making it impossible to record an accurate summation;
- authenticate the minutes of the meeting by having the Chair sign the minutes once adopted by the advisory committee;
- at the direction of the Chair and in consultation with Resource Staff, drafts correspondence for the committee;
- makes meeting room arrangements for the advisory committee;
- in consultation with the Chair and Resource Staff, prepares the agenda and supporting documentation and sends out to the advisory committee members at least 7 days prior to the meeting, unless it is a special meeting called by the Chair for which there is not time to meet the 7 days prior to requirement;

### Resource Staff

- at the direction of the Chair, prepare reports for consideration by the advisory committee that relate to the business of the committee;

- respond to specific questions at the meetings;
- participate in the discussion at the 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 Senior Manager of the appropriate department is required before the work proceeds;
- updates the Senior Manager of the appropriate department on issues before the committee, as deemed appropriate.