



## **Stratford Town and Gown Advisory Committee**

### **Terms of Reference**

Stratford City Council established the Stratford Town and Gown Advisory Committee to serve as a forum for the exchange of information on issues and initiatives involving post-secondary institutions vis-à-vis, The Corporation of the City of Stratford and the community and recommends potential responses related thereto.

#### **MANDATE:**

The mandate of the Advisory Committee is the following:

- to provide a multi-disciplinary forum for open discussion;
- to facilitate communication among constituent groups;
- to assist in developing solutions to problems of common interest; and
- to promote and support activities to ensure a safe and healthy community.

The Advisory Committee reports to Stratford City Council, through the Planning and Heritage Sub-committee.

#### **TERM OF APPOINTMENT**

Advisory Committee members are appointed by Stratford City Council in accordance with Council's Policy on Council Appointed Advisory Committees.

The term of appointment is two year terms, save and except for the student representatives and alternate student representative. The term of appointment for the student representatives and alternate is one year, effective September 1 to August 31 each year.

As provided for in the Policy, an appointed member of an Advisory Committee is eligible to serve 3 two-year terms.

#### **COMPOSITION**

Membership on the Advisory Committee includes, or as otherwise established by City Council:

##### **Total Voting Members**

- 3 Councillors
- 1 Administrative representative from the University of Waterloo Stratford Campus
- 1 Student Representative from the University of Waterloo Stratford Campus
- 1 Alternate Student Representative [with voting rights when attending meetings as an alternate representative to the Student Representative]
- 1 Administrative representative from the Stratford Chef's School
- 1 Residential area representative

Only members of the organizations cited in the composition of the Advisory Committee may represent their respective body.

The Student representative, including Alternate representative, from the University of Waterloo Stratford Campus must have completed their first year of studies and be in good academic standing.

Appointments are made in accordance with established Council policy.

The organizations cited in the composition of the Advisory Committee nominate their representatives, who are appointed by the Stratford City Council.

### **Non-Voting Resource Group:**

One representative of each of the following will be available to attend the Committee's meetings when necessary or requested:

- Huron Perth Association of Realtors
- City of Stratford Police Services
- City of Stratford Fire Services
- City of Stratford Development Services Division
- City of Stratford Community Services Department
- City of Stratford Corporate Communications Lead
- City of Stratford CAO Office
- Perth District Health Unit
- Conestoga College Institute of Technology & Advanced Learning – Stratford Campus

Staff representatives shall be non-voting members.

### **STAFF RESOURCES**

Recording Secretary as determined by the City Clerk

### **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 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 a minimum of three meetings per year or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair.

Meetings shall be open to the Public.

Physical attendance at meetings is required.

Notice of Advisory Committee meetings shall be given in accordance with City Policy and agendas and minutes made available on the City's website.

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

## **ELECTION OF OFFICERS**

At the first meeting of the Advisory Committee, the members shall elect from among their voting members, a Chair and Vice-Chair and such other officers as deemed appropriate by the Advisory Committee.

The Chair shall have served at least 1 year on the Advisory Committee before being elected Chair.

This provision does not apply in the first year of a newly-established Advisory Committee.

## **REMUNERATION**

Advisory Committee members shall serve without remuneration.

## **BUDGET**

The Advisory Committee shall submit their annual budget request to the City as directed by the Director of Corporate Services.

## **CONDUCT OF BUSINESS**

The Advisory Committee and its members are governed by all applicable City By-laws and Policies for the conduct of meetings and activities, including but not limited to:

1. Code of Conduct of members
2. Purchasing Policy for procuring goods and services
3. Procedural By-law for meetings
4. *Municipal Act, 2001*
5. *Municipal Conflict of Interest Act*

All persons appointed to Boards and Committees shall complete mandatory training required by the City from time to time, including but not limited to accessibility, respect in the work place and health and safety.

## **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.

### 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;
- 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;
- refrain from criticizing decisions of the Advisory Committee

- maintain and enhance the image of Council and not act so as to adversely reflect on Council through their respective Board or Committee;
- remain impartial in deliberating decisions, and accept the responsibility associated with each decision as adopted;
- abide by the provisions contained in Terms of Reference in the performance and discharge of official functions and duties, and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- avoid the improper use of the influence of their appointed office and declare conflicts of interest, both apparent and real;
- seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and Council.
- 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.