

Town of Stratford - Council Policy			
Name:	Sub-Committee Terms of Reference	Policy Number:	2015-CW-01
Committee:	Committee of the Whole	Approval Date:	November 12, 2015

1) Sub-Committee Establishment

Section 17(c) of the Stratford Committee Bylaw (Bylaw # 33) states:

There are sub-committees established in this bylaw to aid the Special Committees in carrying out their work. Council shall approve the membership and terms of reference for these sub-committees. Special committees may also establish additional sub-committees to aid them in their work. The terms of reference and membership of any additional sub-committees shall be recommended by the Special Committee to Council for approval. The term of appointment for all sub-committee members shall not exceed the term of appointment for the members of the Special Committees. All sub-committees shall report to the Special Committee under which they are established.

The following sub-committees have been established in the Stratford Committee Bylaw:

- Under the Sustainability Committee
 - the Diversity and Inclusion committee
- Under the Recreation, Culture and Events Committee
 - the Events Committee
 - the Arts and Culture Committee
- Under the Planning, Development and Heritage
 - the Heritage Committee
- Under the Infrastructure Committee shall establish the following sub-committees:
 - the Active Transportation committee

2) General Provisions

The following general provisions shall apply to all sub-committees:

a) Committee Membership

The members of sub-committees are appointed by resolution of Council in accordance with the Stratford Committee Bylaw for such term as Council may determine, which term shall not exceed the term of the Council itself. The Mayor, and the Chair of the Committee that the sub-committee is established under, shall be ex-officio voting members of the sub-committee. The Director of the Department, or designate, shall be an ex-officio non-voting member of the Committee

b) Quorum

A majority of members of the sub-committee shall constitute a quorum for the purpose of conducting a meeting of a sub-committee. For the purpose of determining the majority required for a quorum, only the members of the sub-committee then sitting shall be counted and vacancies shall be excluded.

c) Meetings

Sub-committees shall hold regular meetings at their discretion, and set their own rules for the conduct of meetings. Special meetings may be held at the call of the chair with at least three days' notice thereof. Sub-committee meetings will be held in-camera except when the sub-committee is seeking input from the public, or where required in legislation or bylaw. Residents and stakeholders who wish to make representations to the sub-committee shall be allowed to do so as long as reasonable notice is given and the topic for discussion is within the mandate of the sub- committee.

d) Voting

Decisions of a sub-committee shall be determined by consensus where possible. If consensus cannot be achieved, decisions shall be made by majority vote and each member of the sub-committee, excluding the chair, shall have one vote. The chair shall only vote in order to break a tie vote, but may participate in discussions on items or issues before the sub-committee.

e) Reports

The reports of sub-committees shall be submitted in writing to the committee under which they are established within seven days of the meeting.

f) Chair

The Chairperson of a sub-committee is appointed by Council. The chair shall call and preside at all meetings, liaise with the committee under which the sub-committee is established and ensure that all members of the sub-committee are provided an opportunity to contribute to the work of the sub-committee.

3) Committee Functions

The Mandate and Terms of Reference for each sub-committee is as follows:

a) Diversity and Inclusion Sub-Committee

Mandate:

To help to foster a culture of openness in the community whereby all persons are welcome and able to fully participate in the community regardless of their ethnicity, religious beliefs, sex, ability, economic or other circumstances.

Terms of Reference:

- To regularly review and oversee the implementation of the Town’s Diversity and Inclusion Plan;
- To recommend strategies to increase diversity in the Town so that all persons feel welcome;
- To recommend strategies to improve inclusion in the Town so that all persons are able to fully participate in the community;
- To recommend strategies to enhance the Town’s reputation as a diverse and inclusive community; and
- To devise and carry out programs and events in support of the recommended strategies.

b) Events Sub-Committee

Mandate:

To help promote the social connection and community spirit of the residents in the Town of Stratford by planning and executing community events.

Terms of Reference:

- to plan, develop, organize and coordinate community events that are of social benefit to the residents of the Town of Stratford at various times throughout the year. The events shall include, but not be limited to, the New Year's Levee, Winter Carnival, Canada Day, Community Expo, Remembrance Day and Children's Christmas Party.
- to provide a forum and a coordinated means for communication between event organizations and the Stratford Recreation, Culture and Events Committee.
- to encourage the participation of volunteers, service clubs and other such organizations in the work of the committee.
- to encourage participation in community events by residents of all ages and from all areas within the Town.

c) Arts & Culture Sub-Committee

Mandate:

To help promote and develop a strong cultural sector that provides social and economic opportunities for residents and to support the artistic and cultural development of residents.

Terms of Reference:

- to provide advice on policy, programs and facilities for local arts and cultural functions within the Town of Stratford.
- to plan, develop, organize, coordinate arts and cultural activities and to promote the development, and make recommendation in the purchase of public art in the Town.
- to provide a forum and a coordinated means for communication between arts and cultural organizations and the Stratford Recreation, Culture and Events Committee.
- to encourage the participation of volunteers, service clubs and other such organizations in the work of the committee.

d) Heritage Sub-Committee

Mandate:

To help to promote and protect Stratford's built and natural heritage.

Terms of Reference:

- to recommend an overall heritage strategy which will recognize the importance of heritage conservation and preservation;
- to identify and promote the heritage of the Town;
- to encourage the conservation, protection, rehabilitation, and on-going use of buildings, streetscapes, and areas of historic, architectural or cultural value;
- to facilitate the gathering of a heritage inventory to comprise all heritage items (buildings and structures, natural features, intellectual properties and artifacts.);
- to promote the establishment of a heritage museum to provide the appropriate setting to display heritage items and for educating the public on our history;
- to coordinate discussions with heritage professionals and interested residents and groups to establish a network interaction for data collection and for project support and guidance;
- to provide advice on the development of policies and the formulation of standards for heritage conservation and preservation; and
- to continue in the role as an advisory body to the Planning and Heritage Committee.

e) Active Transportation Sub-Committee

Mandate:

To improve resident wellness and reduce greenhouse gas emissions through assisting in the planning and promotion of an integrated network of trails and bike routes in the Town of Stratford to foster more active recreation and transportation.

Terms of Reference:

- to provide advice and recommendations on the development of an active transportation plan and on the development and maintenance of an overall trail and bike route network;
- to provide advice and recommendations on enhancements to developed trail for information, convenience and interest of trail users
- to assist in community engagement supporting an active lifestyle and the active transportation network;

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- to provide input into, and review of, standards for the construction and maintenance of trails and bike routes;
- to assist, where appropriate, in the negotiation of rights-of-way or easements to accommodate trails and bike routes;
- to review and make recommendations on proposed subdivision plans as they pertain to the active transportation network