

# City of Fernie Greenhouse Gas Emission Reduction Committee

## TERMS OF REFERENCE

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### INTRODUCTION

The City of Fernie *Greenhouse Gas Emission Reduction Committee* is a select committee of the City and functions primarily in an advisory capacity to City Council.

The *Committee* is responsible for reviewing the corporate and community reduction opportunities and strategies in the *Greenhouse Gas Emission Reduction Plan* (the *Plan*), making recommendations respecting:

1. implementation of corporate and community greenhouse gas emission reduction initiatives; and
2. developing methods to identify, measure and report on progress towards achievement of the goals articulated in the *Plan*.

In formulating its recommendations and developing a monitoring system the *Committee* shall consider the importance of each of the goals or policy statements in the *Plan* and prioritize them within the following framework:

- Priority:** The importance of the policy or goal to the City;  
**Support:** The support from the community and staff for implementation;  
**Efficiency:** The cost and related human resource requirements; and  
**Results:** The outcomes and benefits to the City.

The *Committee* may also facilitate or support community-wide discussions and educational efforts to support implementation of the corporate and community goals and objectives identified in the *Plan*.

### APPOINTMENT AND MEMBERSHIP

The members of the *Committee* shall be appointed at pleasure by City Council from interested applicants that demonstrate an understanding and support for the policies, goals and objectives articulated in the *Plan*.

The *Committee* shall be comprised of:

- One (1) member of City Council and an alternate;
- One (1) member nominated by the Fernie Chamber of Commerce;
- One (1) member nominated by the Elk Valley Branch of Wildsight;

- Two (2) members from the community-at-large (ideally representing the building industry, transportation sector, and other community interests).

The Mayor is an “ex-officio” member of the *Committee* and possesses all the rights, powers, privileges and duties of the other members when present at a meeting of the *Committee*. The Mayor is not included for the purposes of determining quorum.

Staff (non-voting) resources to the *Committee* shall be comprised of:

- The Director of Planning;
- The Director of Operational Services; and
- The Director of Leisure Services.

#### **MEETING SCHEDULE, CONDUCT AND NOTICE:**

*Committee* meetings shall be conducted in accordance with the requirements of the *Community Charter* and *Council Procedure Bylaw*, including, but not limited to, the requirements for notice of meetings, the establishment of a meeting schedule, minute-taking, quorum, conduct and debate and voting.

The *Committee* shall select one of its members to serve as *Committee chair*.

All *Committee* meetings shall be open to the public except when closure of the meeting is authorized under section 90 of the *Community Charter* and the *Committee* adopts a resolution in accordance with section 92 of the *Charter* to close the meeting.

Recommendations made at *Committee* meetings must be approved by a majority vote of the members present at a duly constituted *Committee* meeting. If the votes of the members at a meeting are equal for and against a motion, the motion is defeated.

#### **CONFLICT OF INTEREST:**

*Committee* Members are to avoid conflicts of interest.

A conflict of interest exists where:

- (a) A *Committee* member is a director, member or employee of an organization seeking a benefit from the City upon which the *Committee* will make a recommendation; or
- (b) The *Committee* member has a direct or indirect pecuniary interest in the outcome of *Committee* deliberations.

A conflict of interest does not exist if:

- (a) The pecuniary interest of the *Committee* member is a pecuniary interest in common with members of the municipality generally; or
- (b) The pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

If a *Committee* member considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of the matter, the member must declare this and state the general nature of why the member considers this to be the case.

Where a conflict of interest exists, a *Committee* member:

1. Must not take part in the discussion of the matter and is not entitled to vote on any question in respect of the matter;
2. Must immediately leave the meeting or that part of the meeting during which the matter is under consideration; and
3. Must not attempt in any way, whether before, during or after the meeting, to influence the voting on any question in respect of the matter.

When a declaration of a conflict of interest is made by a *Committee* member:

1. The *Committee secretary* recording the minutes of the meeting must record the member's declaration, the reasons given for it and the times of the member's departure from the meeting room and, if applicable, of the member's return; and
2. The person presiding at the meeting must ensure that the member is not present at the meeting at the time of any vote on the matter.

Perceived Conflict of Interest:

Where a perceived conflict of interest might exist, the member may note that a perception of conflict might exist, but need not declare a conflict and exit the meeting if in the member's view there is no actual conflict of interest.

Council Review:

Where in the opinion of a *Committee* a member is in a conflict of interest and has not so declared, the *Committee* may ask for a review of the matter by the Director of Corporate Administration Services. The matter, if unresolved, may then be referred to Council for review.

## **AUTHORITY AND REPORTING**

The *Committee* and its members will not represent themselves as having any authority beyond that delegated by Council.

The *Committee* shall forward a copy of their adopted meeting minutes to the Director of Corporate Administration Services for certification and inclusion on a Council Agenda for information purposes.

At least once each year, the *Committee* shall prepare an Annual Report to Council that summarizes its activities, achievements and recommendations for the preceding year and its goals and objectives for the coming year.

The *Committee* is authorized to communicate with external organizations and agencies to collect information and make inquiries. Where the *Committee* wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from City Council in that regard.

## **COMMITTEE MEETING GUIDELINES**

Committee meeting guidelines are appended to these Terms of Reference for the information of the *Committee* as Appendix A.

## APPENDIX "A"

### **Committee Meeting Guidelines**

#### The Agenda

Have an agenda and stick to it.

The agenda should be viewed as a contract between the committee chair and the members: "In return for your preparation, time, and participation, we will deal with these issues."

The agenda package should include supporting material which all members should receive and read in advance of the meeting.

#### Rule of the Clock

Start the meeting on time and end it on time, do not reward latecomers.

Keep the meeting length between 1 to 2 hours. Any more than that, people become restless and disinterested. Any less than that, there is not enough time to develop the team, something that needs to be done at every meeting.

#### Handling the Business of the Meeting

Most meetings have too many issues on the agenda. Focus on those that are for discussion or decision, are important and urgent, and where the background work has been done. Keep the time spent informing people to a minimum.

Most groups do their most effective work at about 2/3 of the way through the meeting. You should plan the most difficult decisions and discussions at that point.

During the meeting you should allow time to warm the group up to effective team decision-making, and then let emotions and conflicts cool before people leave.

Remember, good decision-making requires:

- background information;
- options and recommendations;
- the right people;
- preparation; and
- participation.

#### Role of the Chair

The chair plays an essential role in ensuring effective meetings.

The chair should be a:

- leader - willing to give up personal interests, and work with the whole group; and

- facilitator - able to encourage people to participate, help people to listen to each other, and to reflect back the common threads of the discussion.

The chair's duties include:

- checking to see if a quorum is present and starting the meeting on time;
- announcing the business items in the proper order (as on the agenda);
- recognizing members entitled to speak, in the order in which they request to speak;
- stating and putting the questions (resolutions that have been duly moved);
- enforcing the rules of procedure and decorum;
- expediting committee business;
- deciding questions of order and responding to procedural inquiries (with the assistance of the *committee secretary* or *staff liaison*); and
- declaring the meeting adjourned.

### Decision-making

Committees should strive for consensus in their decision-making. However, final decisions are made by resolutions adopted by a majority vote of the members present and eligible to vote.

### Voting and Debating Rights

Each member of a committee, including the chair, may make motions, may debate motions, and may vote.

Should a committee chair wish to propose a motion, the chair should be surrendered until the matter has been dealt with.

### Rules of Decorum and Debate

Committee meetings tend to be less formal than regular Council meetings. The chair of a committee has the authority and duty to determine the level of informality of a meeting, to facilitate an effective meeting.

### General Meeting Rules

Following are some general meeting rules which may be helpful in making committee meetings more efficient and effective:

- the maker of a motion has a right to speak first to the motion;
- to speak to a motion a second time, a member should wait until all those who wish to speak to the motion for a first time have done so;
- members must remain courteous and objective, and avoid personal comments;
- remarks must be relevant to the matter being considered;

- remarks are to be directed through the chair, who determines who has the right to speak and in what order;
- members should not interrupt another speaker;
- there are no limitations on the number of times a member may speak on a motion, or the length of time spent speaking to a motion;
- motions should be clear and unambiguous;
- a decision to close debate can be made by unanimous consent, committee resolution, or the chair.

### Un-provided Cases

In all un-provided cases, the proceedings of committees shall be governed by reference to the *Council Procedures Bylaw*.

### Where Can I Get More Information?

Further information regarding meeting rules and procedures may be obtained by contacting the Director of Corporate Administration Services.