

TERMS OF REFERENCE

UTILITY SUSTAINABILITY ADVISORY COMMITTEE

STRATEGIC GOAL: ENHANCE THE QUALITY OF LIFE IN OUR TOWN

DEPARTMENTAL REPORTING: PUBLIC WORKS & UTILITIES

SOLUTION STATEMENT:

How might the Utility Sustainability Advisory Committee (USC) provide advice to Council on reducing utility costs in the Town of Pelham and its citizens, and operating clean, efficient, and low cost buildings and facilities.

PURPOSE:

The Town of Pelham Utility Sustainability Advisory Committee (USC) shall be an advisory committee providing advice and recommendations to council with the goal of reducing utility costs in the Town of Pelham and operating clean, efficient, and low cost buildings and facilities.

The Utility Sustainability Advisory Committee will review all Town owned and operated facilities with the goal of reducing operational costs with respect to utility consumption and utility billing rates. This review may include as necessary the design and operational procedures of such facilities.

OBJECTIVES:

The Utility Sustainability Advisory Committee is an advisory committee that provides advice and recommendations to Council with the goal of reducing utility costs for the municipality and its citizens and operating clean, efficient, and low cost buildings and facilities. The objectives of the committee will include but may not limited to :

- Review of utility rates from the various utility providers including but not limited to Enbridge Gas, Hydro One, Niagara Peninsula Energy, Pelham Water and Wastewater Services, Telecommunication services, etc.
- Review of the design and engineered systems for Town owned buildings and facilities.
- Review of procedures and policies related to the operation of Town owned buildings and facilities.
- Make recommendations to Council regarding the efficient operation of Town owned buildings and facilities based on the information reviewed.
- Make recommendations to Council regarding utility rates from various utility providers including but not limited to Enbridge Gas, Hydro One, Niagara Peninsula Energy, Pelham Water and Wastewater Service, Telecommunication services, etc.

MEMBERSHIP:

Membership shall consist of the following:

- 3 (or more) Town of Pelham residents, from the community at large that have demonstrated technical expertise in the areas of building management and/or engineering with preference towards individuals with an electrical or mechanical engineering background and HVAC systems and/or experience in the design and operations of large buildings with respect to utility cost and consumption.
- One Town Councillor (ex officio);
- Director of Public Works & Utilities, or designate (ex officio);
- The presence of members and representatives from the utility service providers when requested (no voting privileges).

Each of the residential committee members shall have a voting right.

Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy.

Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned. Vacancies shall be replaced by Council appointment.

The Chair, Vice Chair and Committee Secretary will be elected from the committee's membership once Council has approved the committee appointments.

MEETINGS:

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.

- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

Financial reporting will be administered by the Town of Pelham Corporate Services Department.