

Duties of Officer Positions on Sustainability Commission:

Chairperson:

- Preside at all regular and special Commission meetings.
- Appoint committees, and be an ex-officio member thereof.
- Rule on all procedural questions, subject to majority of the commissioners present.
- Be informed immediately by the Office of Sustainability of any official communication related to the Commission and report it at the next meeting or sooner at the direction of the Environmental and Energy Sustainability Officer.
- Carry out other duties as assigned by vote of the Commission.

Vice-Chairperson:

- Act in the absence or inability of the Chairperson to act.
- Have the powers to function in the same capacity as the Chairperson in cases of the Chairperson's inability to act.
- Ensure the basic support of Sustainability Office to the Sustainability Commission.

Note: The Office of Sustainability is hiring an Administrative Specialist who will serve as Executive Secretary. This will not be an elected officer.

Secretary:

- Prepare and maintain a set of minutes for all regular and special meetings, as well as committee meetings or work sessions, when requested.
- Sign all minutes and, at the end of the calendar year, certify that the minutes of the preceding year are a true and correct copy of same.
- Keep a written record of all business transacted by the Commission.
- Notify all members of all meetings. A copy of the agenda for all regular and special meetings shall be sent to all members, said agenda being closed on 3 business days preceding the meeting.
- Keep a file of all official records and reports of the Commission.
- Certify all records and reports of the Commission.
- Serve notice of all hearings and public meetings.
- Attend to Commission correspondence as hereinafter prescribed.
- Prepare and be responsible for the publishing of advertisements relating to public hearings.