



# Staff Report

## Administration

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**Report To:** Committee of The Whole  
**Meeting Date:** April 8, 2019  
**Report Number:** FAF.19.046  
**Subject:** Sustainability Committee Terms of Reference  
**Prepared by:** Shawn Everitt, Interim CAO

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### A. Recommendations

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THAT Council receive Staff Report FAF.19.046, entitled "Sustainability Committee Terms of Reference";

AND THAT Council endorse the Terms of Reference for the Sustainability Committee as presented in Attachment 1 of this Staff Report;

AND THAT Council authorize Staff to initiate a call for appointments of six (6) members to the Sustainability Committee.

### B. Overview

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This report provides Council with a draft Terms of Reference for the Sustainability Committee and seeks approval to initiate a call for appointment of six (6) members of the public.

### C. Background

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At the January 30, 2019 Council meeting, Council approved a new Committee of Council being the Sustainability Committee with the composition of the Committee to be three (3) members of Council and six (6) members of the public along with the required staff resources.

Additionally, Council directed staff to follow-up with a draft Terms of Reference for Council consideration.

Council has appointed Deputy Mayor Bartnicki, Councilor Matrosovs and Councilor Potter as the Council Representatives with the Mayor as an ex-officio member. The three (3) Council Representatives met with staff and developed the Draft Terms of Reference for Council consideration.

As outlined in the Draft Terms of Reference, the purpose of this Committee is as follows;

The Sustainability Committee (“SC”) is an advisory committee of Council with a mandate to support sustainability and further sustainable initiatives on a community and regional level.

For the purposes of the Sustainability Committee, the definition of sustainability is “meeting the needs of the present without compromising the ability of future generations to meet their own needs”.

The definition of sustainability used by the Committee is as defined in the “World Commission on the Environment and Development, known as the Brundtland Commission. Published Our Common Future (1987).”

## **D. Analysis**

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Following this direction, Staff met with the Sustainability Committee Council Representatives to develop the Terms of Reference document found in Attachment 1 of this report, including the proposed mandate and composition of the Committee. The Terms of Reference identifies the Administration Department as the lead on the Sustainability Committee, with administrative and senior management support as required.

Pending budget approval, administrative support will be provided through a new Executive Assistant position.

One of the initial tasks of the Sustainability Committee will be to review the Terms of Reference that is approved by Council and ensure it meets the common goals of the general membership. If revisions are recommended, the Terms of Reference will be brought back before Council.

Staff anticipate the appointment process to take approximately two (2) months. This will include the call for applications of interested individuals, selection of appointees, and applicable reference checks. It is anticipated the Sustainability Committee will begin meeting in June 2019.

## **E. The Blue Mountains Strategic Plan**

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**Goal #1:** Create Opportunities for Sustainability

**Objective #1** Retain Existing Business

**Objective #2** Attract New Business

**Objective #3** Promote a Diversified Economy

**Objective #4** Support Value-Added Agriculture and Culinary Tourism

**Objective #5** Improved Visibility and Local Identity

**Goal #2:** Engage Our Communities & Partners

**Objective #1** Improve External Communication with our Constituents

**Objective #2** Use Technology to Advance Engagement

**Objective #3** Strengthen Partnerships

- Goal #3: Support Healthy Lifestyles  
Objective #1 Promote the Town as a Healthy Community  
Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability  
Objective #3 Manager Growth and Promote Smart Growth  
Objective #4 Commit to Sustainability
- Goal #4: Promote a Culture of Organizational & Operational Excellence  
Objective #1 To Be an Employer of Choice  
Objective #2 Improve Internal Communications Across our Organization  
Objective #3 To Consistently Deliver Excellent Customer Service  
Objective #4 To Be a Financially Responsible Organization  
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness
- Goal #5: Ensure Our Infrastructure is Sustainable  
Objective #3 Implement Best Practices in Sustainable Infrastructure

## **F. Environmental Impacts**

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The Sustainability Committee will be a significant driver to ensure sustainability and stewardship is a priority of the municipality and the region.

## **G. Financial Impact**

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The salaries and benefits of the staff that attend meetings are included and will be absorbed in the 2019 operating budget. Included, as an addition to the budget, in the 2019 Draft Budget is \$100,000 for this committee, this funding is intended for updating the Sustainable Path document.

Annually the committee can request funding through the budget for Council's consideration.

## **H. In consultation with**

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Sustainability Committee Council Representatives

- Deputy Mayor Bartnicki
- Councilor Matrosovs
- Councilor Potter

Ruth Prince, Director of Finance & IT Services

Sam Dinsmore, Deputy Treasurer/Manager of Accounting & Budgets

## **I. Public Engagement**

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The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required.

However, any comments regarding this report should be submitted to Shawn Everitt,  
[cao@thebluemountains.ca](mailto:cao@thebluemountains.ca).

**J. Attached**

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1. Sustainability Committee Draft Terms of Reference – March 22, 2019

Respectfully Submitted,

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Shawn Everitt  
Interim Chief Administrative Officer

For more information, please contact:  
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## **Sustainability Committee**

### **TERMS OF REFERENCE**

#### **1. PURPOSE**

The Sustainability Committee (“SC”) is an advisory committee of Council with a mandate to support sustainability and further sustainable initiatives on a community and regional level.

For the purposes of the SC, the definition of sustainability is “meeting the needs of the present without compromising the ability of future generations to meet their own needs”.<sup>1</sup>

#### **2. MANDATE**

The Mandate of the Town’s SC is to:

1. Develop and support a community and regional perspective of sustainability based on the four (4) Pillars of Sustainability, being:
  - a) Environmental Stewardship;
  - b) Socio-Cultural Vibrancy/Community;
  - c) Economic Progress and Diversification;
  - d) Financial Viability.
2. Provide advice to Council on matters relating to sustainability;
3. Develop a Sustainability Plan that supports the four Pillars of Sustainability;
4. Serve as the umbrella committee of Council to coordinate input from other Committees of Council in developing the Sustainability Plan including, but not limited to:
  - a) Agricultural Advisory Committee;
  - b) Economic Development Advisory Committee;
  - c) Transportation Advisory Committee;
  - d) Community Communications Advisory Committee;
5. The SC will be responsible for developing and recommending to Council specific focused initiatives and action plans related to sustainability and focused on the four pillars.

<sup>1</sup> World Commission on the Environment and Development, known as the Brundtland Commission. Published Our Common Future (1987).

### **3. ACCOUNTABILITY**

Provide recommendations to Council on a quarterly basis through accessible reports to Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

### **4. MEMBERSHIP / VOTING**

The SC will be comprised of up to nine (9) members who are appointed by Council for a term that runs concurrently with Council plus an additional six (6) months post-election. Composition is noted below:

#### **Voting Members:**

- 3 Members of Council
- 6 Members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise.

#### **Non-Voting Members:**

- Chief Administrative Officer as ex-officio
- Department Directors/Managers, as requested by the SC
- Administrative Assistant

Representatives of the Agricultural Advisory Committee, the Economic Development Advisory Committee, the Transportation Advisory Committee, the Community Communications Advisory Committee, and the Attainable Housing Corporation shall provide monthly updates to the Sustainability Committee regarding Committee and Corporation matters. The representatives shall attend meetings of the SC in a non-voting capacity and shall not count towards quorum.

#### **Members will:**

1. Demonstrate a strong interest and commitment to fostering sustainability and have experience in matters related to community and regional sustainability;
2. Represent a diverse demographic, including youth/young adults and seniors;
3. Demonstrate a holistic understanding of both urban and rural sustainability within the four pillars;
4. Commit to full participation in regularly scheduled day-time meetings;
5. Commit to significant preparation for meetings via agenda review including previous minutes and all documentation;
6. Participate as a leader, capable of taking an ambassador role within the community in support of all decisions made by the SC and by Council.

## **5. QUORUM**

Quorum for the SC, per the standards of the *Municipal Act, 2001*, is 5 voting members, which must include at least one (1) Council representative and three (3) members of the Public, regardless of the total number of members in attendance.

Council representatives appointed to the SC count towards quorum. The Mayor is an ex-officio member of the committee, provided attendance does not constitute a quorum of Council (being 4 members of Council). The Mayor as ex-officio does not count towards quorum but does have the right to vote and make motions.

## **6. SUB-COMMITTEE**

Should the SC feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates and timelines. Membership on sub-committees may include additional individuals with specific expertise who are not Council-appointed SC members. Sub-committees must include a member of Council in their composition. Sub-committees will not have the support of the Administrative Assistant and will provide an accessible report on sub-committee matters to the SC on a minimum of a quarterly basis.

## **7. REMUNERATION**

No compensation shall be provided to members of the SC for their participation.

## **8. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE**

The SC will meet monthly on the second Wednesday of the Month at 2:00 p.m. Additional meetings of the SC may be called by the Chair.

The Administrative Assistant shall send out meeting invites to all SC members and post notice of the meeting to the Town's website.

The Call for Agenda Items will be circulated with the meeting invitation along with a deadline for quorum to be obtained. Agenda items shall be set by the Committee Chair, in consultation with and under approval of the Chief Administrative Officer. Members who wish to include an item on the Agenda shall contact the Chair for consideration. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the SC does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

Meetings will be held in the Council Chambers at the Town Hall, 32 Mill Street Thornbury. If the Council Chambers are not available an appropriate alternative location will be selected. Committee Chairs shall be appointed for a term of eighteen (18) months for a total of 3 Chair appointments for the 2018-2022 Term of Council. The final term cannot be Chaired by a member of Council.

All meetings are open to the public. Committee meetings are not live streamed, nor video and voice recorded.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town's Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.

## **9. RELATED POLICIES & TRAINING REQUIREMENTS**

POL.COR.07.07 Code of Conduct for Members of Council

POL.COR.17.04 Accessibility Standards for Customer Service

POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards

POL.COR.18.08 Workplace Violence & Harassment Policy

POL.COR.18.10 Social Media Policy

POL.COR.19.02 Council Staff Relationship Protocol

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11](#)

[Municipal Conflict of Interest Act, R.S.O. 1990](#)

[Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990](#)