



Sustainability Committee

TERMS OF REFERENCE

1. PURPOSE

Sustainability Committee (“SC”) is an advisory committee of Council and will direct the Town on its path to Sustainability. The SC will be responsible for the implementation of an Integrated Community Sustainability Plan (ICSP)/Vision2Action process. The SC will support and guide the implementation, monitoring /tracking and reporting of an Integrated Community Sustainability Plan (ICSP/Vision2Action plan).

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”.¹

2. BACKGROUND

The ICSP/Vision2Action (ICSP/V2A) is referred to as a “Plan” a living document intended to guide the Town on its path to sustainability. The ICSP/Vision2Action process is a high-level overarching plan that guides the community into a sustainable future while supporting environmental, social/cultural and economic/financial requirements. The Plan identifies short, medium and long-term actions for implementation, tracks and monitors progress, defines success and is reviewed on an annual basis. An ICSP provides guidance for the development of and/or alignment with municipal plans, policies and decisions (i.e. municipal development plan, strategic plan, transportation, energy plan, purchasing policy, capital planning, etc.) under one integrated decision-making framework. The result is more than a document: it is an on-going process of engaging stakeholders in the community in co-creating a vision of a sustainable future linking a collaborative action today with realistic planning.

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

3. MANDATE

The Mandate of the Town's SC is to:

- Create a process of consultation with community stakeholders around Sustainability in TBM.
- Support the development of a framework, that is characterized as being municipally led and community supported, to include best practices, strategies and actions that will guide the TBM in the right direction forward as the TBM prepares for sustainability for over the next 20 years, into 2040. An ICSP/V2A Plan will outline best practices as to how we will achieve our vision.
- Assist in the implementation of the sustainability framework and community led priorities outlined in the ICSP/V2A Plan.
- Provide advice to Council on matters relating to the ICSP/V2A with focused initiatives that might include: public engagement opportunities, assistance in the development of the community's vision (including descriptions of success), input on current reality and indicators, and develop recommended actions and reporting measures.
- Raise community awareness and support education and understanding of sustainability by:
 - Education**
 - Provide information and advice to support understanding of sustainability
 - Partner with other stakeholders, business groups and regional community groups to share information
 - Awareness**
 - Promote awareness and stewardship regarding the ICSP through engagement, outreach and advocacy reach out to the community through activities and special events
 - Raise community awareness on sustainability type activities
 - Advice**
 - Provide input and guidance to the town and the community
 - Work with assigned town staff and the community
- The SC committee will assist in reviewing all relevant existing documents including the official plan, strategic plan, regional plans and other archive documents to include the sustainable path and will extract information relevant to the ICSP/V2A.
- Facilitate a paradigm shift to support a municipality-wide culture of sustainability and integrated sustainability into all Town decisions and Council's priorities.
- Support the building of a resilient community by adopting best practices of sustainability.
- Coordination and cooperation with the Town's committees will be conducted through the ICSP/V2A and will include: Agricultural Advisory Committee, the Economic

Development Advisory Committee, the Transportation Advisory Committee, the Community Communications Advisory Committee, and the Attainable Housing Corporation.

4. THE PURPOSE OF THE SUSTAINABILITY ADVISORY COMMITTEE (SC)

The Committee will make recommendations for:

- Implementation of the community led ICSP/Vision2Action priorities outlined in the Plan;
- Prioritizing the action items identified in the Plan;
- Provide input on potential funding and other resource allocation;
- Engage businesses, developers, community organizations, stakeholders and the larger community to endorse and carry out the Plan;
- Participate in facilitator training and facilitate public events as needed;
- Review and provide input on draft ICSP documents; and accept actions for implementation; and
- Oversee promotion, outreach of the plan and play a key role in the community leadership of the Plan and celebration of the Plan's accomplishments.

The Committee will work collaboratively with each other, Council, Town staff and community groups as needed to ensure implementation. To support the Committee deliverables further sub-committees can be considered as well as community action task force committees to help drive forward the short and long term initiatives as defined in the Plan.

5. RESOURCE REQUIREMENTS

To support the development of the ICSP/Vision2Action Plan the SC will make a recommendation to the Town to hire a dedicated staff person to implement the work on the Plan. Support to the SC committee will be provided by the person who fills this position as directed by the CAO. The staff person (or appropriate delegate) will act as the liaison between the Sustainability Committee, Council, Town staff and will work with other Committees of Council, public and community groups.

6. COMMUNICATION POLICY & PROTOCOL

The purpose is to establish guidelines for effective communications practices and tactics to support the activities between the Sustainability Committee (SC), the public and the media.

Definition

Communication protocol of the SC includes social media, interviews, advertisements and other relevant correspondence etc., and will be conducted by the SC Chair and co-chairs, Town's support staff, and fully supported to promote the progress of initiatives and/or Plan updates and to communicate all/any engagement activities.

To achieve successful communication practices -- a coordinated approach will reflect consistent standards, messaging and branding and will be in collaboration with the Town staff (Communication Department) on all communication on what the committees are doing.

Protocol Objectives

The Sustainability Committee will likely have a profile in the community and as a result, members may be engaged in activities that put them in direct contact with citizens and various organizations. The primary responsibility for communication of information is the SC Chair, co-chairs and the Town's Communication Staff is to work collaboratively to develop and implement communication initiatives and practices that improve the quality of the SC communications. Committee communications to the public shall be coordinated solely by the Chair and co-chair of each committee. The Chair or co-chair shall be appointed as the community relations/outreach coordinator and shall provide advice, support and coordination for communications activities with designated Town staff.

All Committee members are expected to know and abide by relevant Town Conduct policies. In addition, the following guidelines should be understood by advisory committee members:

- Only the committee's chair and/or co-chairs can speak on behalf of the committee.
- Sustainability Committee members should not be directing any messaging unless approved by the Town Communication Director or Chair of the committee.
- Committee members may not speak publicly on the subject matter of their committee's mandate; e.g., Transportation Committee members may not speak publicly or use Social Media to discuss or share opinions around Transportation in the Town of The Blue Mountains
- The SC committee Chair/Co-chairs play an important role in ensuring that a functional relationship with high integrity within the committee, and with Council, public and staff. Conflict can be a constructive part of the group decision-making process. When conflict becomes ongoing, inappropriate, unconstructive, or offensive, the chair/co-chairs may need to intervene with an appropriate dispute resolution mechanism.

Policy Directives

- Communications emanating from the SC committee cannot be contradictory to the policies and by-laws of the municipality or it's Council.
- Any communication of a policy nature shall be recommended to Council for their ratification.
- If a staff liaison is uncomfortable with a proposed communication from the Sustainability Committee they should direct it to their department head for guidance.

7. ACCOUNTABILITY

Provide updates as required on the ICSP/V2A progress to Council and the Committee of the Whole. Council may request update reports at any time on specific projects or initiatives.

8. 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
- Sustainability Town Staff as approved
- Department Directors/Managers, as requested by the SC
- Administrative Assistant

Members will:

1. Demonstrate a strong interest and commitment to fostering sustainability and have experience in matters related to community and regional sustainability;
2. Demonstrate a holistic understanding of both urban and rural sustainability
3. Commit to full participation in regularly scheduled day-time meetings;
4. Commit to significant preparation for meetings via agenda review including previous minutes and all documentation;
5. 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.

9. 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.

10. SUB-COMMITTEE

The Sustainability Committee may develop subcommittees to support various projects and to consider specific issues referred by the Committee. Establishing sub-committees requires approval from the Committee. Sub-committee members prepare their own agendas and minutes as required. The head of a sub-committee must be a member of the Sustainability Committee and is appointed by the Chair. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

11. TASK FORCE/WORKING GROUPS

The Sustainability Committee and/or Council can establish and direct Task Forces or Working Groups to address specific issues, when necessary to accomplish necessary projects as detailed within the ICSP/Vision2Action and or annual work plan requirements.

12. REPORTING STRUCTURE

- (i) The Sustainability Committee is an advisory Committee to Council and does not have any delegated authority.
- (ii) Only Committee recommendations requiring Council action will be placed on the Committee of the Whole Agendas for consideration.
- (iii) The Sustainability Committee has no authority to direct staff

13. REMUNERATION

No compensation shall be provided to members of the SC for their participation for their role of the committee. As a member of the SC committee there is no remuneration reward.

14. 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 may 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.

15. 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](#)