



Sustainability Advisory Committee

TERMS OF REFERENCE

1. PURPOSE

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

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

2. BACKGROUND

The Integrated Community Sustainability Plan /Vision2Action is referred to as a “Plan”, a living document intended to guide the Town on its path to sustainability. The Integrated Community Sustainability Plan/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. It 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.

3. MANDATE

The Mandate of the Town's Sustainability Advisory Committee is to:

1. Create a process of consultation with community stakeholders around sustainability in the Town.
2. 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 Town in the right direction forward as it prepares for sustainability for over the next 20 years, into 2040. An Integrated Community Sustainability Plan /Vision2Action Plan will outline best practices as to how we will achieve our vision.
3. Assist in the implementation of the sustainability framework and community led priorities outlined in the Plan.
4. Provide advice to Council on matters relating to the Integrated Community Sustainability Plan /Vision2Action Plan 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.
5. Raise community awareness and support education and understanding of sustainability by:
 - a) **Education**
 - I. Provide information and advice to support understanding of sustainability
 - II. Partner with other stakeholders, business groups and regional community groups to share information
 - b) **Awareness**
 - I. Promote awareness and stewardship regarding the Plan through engagement, outreach and advocacy reach out to the community through activities and special events
 - II. Raise community awareness on sustainability type activities
 - c) **Advice**
 - I. Provide input and guidance to the Town and the community
 - II. Work with assigned Town staff and the community.
6. The 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 Integrated Community Sustainability Plan/Vision2Action Plan.
7. Facilitate a paradigm shift to support a municipality-wide culture of sustainability and integrated sustainability into all Town decisions and Council's priorities.
8. Support the building of a resilient community by adopting best practices of sustainability.
9. Coordination and cooperation with the Town's Committees will be conducted through the Plan 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 COMMITTEE

The Committee will make recommendations for:

1. Implementation of the community led Integrated Community Sustainability Plan/Vision2Action priorities outlined in the Plan.
2. Prioritizing the action items identified in the Plan.
3. Provide input on potential funding and other resource allocation.
4. Engage businesses, developers, community organizations, stakeholders and the larger community to endorse and carry out the Plan.
5. Participate in facilitator training and facilitate public events as needed.
6. Review and provide input on draft Plan documents; and accept actions for implementation.
7. 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 Integrated Community Sustainability Plan /Vision2Action Plan the Committee will make a recommendation to the Town to hire a dedicated staff person to implement the work on the Plan. Support to the Committee will be provided by the person who fills this position as directed by the Chief Administrative Officer. The Director of Operations (or appropriate delegate) will act as the liaison between the Sustainability Advisory Committee, Council, and Town staff and will work with other Committees of Council, the 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 Advisory Committee, the public and the media.

Definition

Communication protocol of the Committee includes social media, interviews, advertisements and other relevant correspondence etc., and will be conducted by the Committee Chair and Co-Chairs, Town 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 Town staff on all communication regarding what the committees are doing.

Protocol Objectives

The 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 held by the Committee Chair, or Co-Chairs. The Town's communications staff is to work collaboratively to develop and implement communication initiatives and practices that improve the quality of the Committee's communications. Committee communications to the public shall be coordinated solely by the Chair and/or Co-Chairs of each Committee. The Chair or Co-Chairs shall be appointed as the community relations/outreach coordinator(s) 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:

1. Only the Committee chair and/or Co-Chairs can speak on behalf of the Committee.
2. Committee members shall not direct any messaging without approval of the Chair/Co-Chairs.
3. The Committee Chair/Co-chairs play an important role in ensuring that a functional relationship with high integrity exists within the Committee, and with Council, the public and Town 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

1. Communications emanating from the Committee cannot be contradictory to the policies and by-laws of the municipality or its Council.
2. Any communication of a policy nature shall be recommended to Council for their ratification.
3. If a staff liaison is uncomfortable with a proposed communication from the Committee the staff member should direct it to the Department Head for guidance.

7. ACCOUNTABILITY

Provide updates as required on the Integrated Community Sustainability Plan /Vision2Action 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 Committee will be comprised of up to six (6) members who are appointed by Council plus one (1) member appointed by the Economic Development Advisory Committee for a term that runs concurrently with Council plus an additional six (6) months post-election.

Composition is noted below:

Voting Members:

- 2 Members of Council
- 4 Members of the public at large
- 1 Member of the Towns Economic Development Advisory Committee that is not a member of Town Council
- 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
- Director of Operations
- Manager of Sustainability
- Department Directors/Managers, as requested by the Committee
- Executive Administrative Assistant to Committees

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 Committee and by Council.

9. QUORUM

Quorum for the Committee, per the standards of the *Municipal Act, 2001*, is 4 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 Committee 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 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 Advisory Committee and is appointed by the Chair and/or Co-Chairs. 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 Advisory 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 Integrated Community Sustainability Plan /Vision2Action Plan and/or annual work plan requirements.

12. REPORTING STRUCTURE

1. The Sustainability Advisory Committee is an advisory Committee to Council and does not have any delegated authority.
2. Only Committee recommendations requiring Council action will be directed to Council for consideration.
3. The Sustainability Advisory Committee has no authority to direct staff.

13. REMUNERATION

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

14. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

The monthly Committee meeting schedule shall be determined and confirmed by the Committee. Additional meetings of the SC may be called by the Chair.

The Administrative Assistant shall send out meeting invites to all Committee 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 and/or Co-Chairs, 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 and/or Co-Chairs 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 Committee 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](#)