A. Recommendations

THAT Council receive Staff Report FAF.19.171, entitled “Sustainability Committee Revised Terms of Reference”;

AND THAT Council endorse the revised Terms of Reference as found in Attachment 2, with the addition of a revised Committee meeting schedule, once known and approved by the Committee.

B. Overview

This report seeks Council endorsement of a revised Terms of Reference for the Sustainability Committee.

C. Background

At the June 7, 2019 Sustainability Committee (“Committee”) meeting, a sub-committee consisting of Julie Scarcella, Ken Mehi, Pamela Spence, and Councillor Potter was established with the mandate to revise the existing Committee Terms of Reference and provide the same to the Committee for consideration.

At the July 10, 2019 Committee meeting, a revised Terms of Reference was approved by the Committee through the following motion:

    THAT the Sustainability Committee approves the draft Terms of Reference, including the identified revisions, and requests staff to forward the revised Terms of Reference to Council for final review and approval, Carried.

The current Committee Terms of Reference is included for reference as Attachment 1, while the draft revised Terms of Reference is provided as Attachment 2.
The following is an overview of the changes to the Terms of Reference as developed by the Committee:

1. The Purpose statement and Mandate have been amended to reflect the Committee’s vision, including the addition of Section 4 – The Purpose of the Sustainability Committee;
2. A Background section has been added to provide context for the development of an Integrated Community Sustainability Plan/Vision2Action Plan, being a living document to guide the Town on its path to sustainability;
3. Identified resource requirements have been outlined;
4. The addition of Section 6 – Communication Policy and Protocol;
5. Section 7 – Accountability has been updated to note the Committee will provide updates as required, rather than on a quarterly basis;
6. Modification to Section 10 – Sub-Committee section to allow for a “head” of a sub-committee;

Currently, the Committee meets monthly on the second Wednesday of the month at 2:00 p.m. The Committee has requested an amendment to its meeting schedule to accommodate unforeseen conflicts with the existing schedule. Once the revised Council and Committee of the Whole Procedural By-law, which includes the 2020 Council and Committee of the Whole schedule, is approved, the Committee will consider an alternate meeting schedule. The schedule will continue on a monthly basis, but may be on a different day and at a different time. In the interim, meetings will continue to be held monthly on the second Wednesday of the month at 2:00 p.m. or at the call of the Chair.

The revised draft Terms of Reference states “the monthly Committee meeting schedule shall be determined and confirmed by the Committee”. The Terms of Reference will be updated at that time to reflect the new meeting schedule.

D. Analysis

Through the July 10, 2019 Committee motion to approve the draft revised Terms of Reference, the Committee is requesting Council to review and approve the same. Once approved by Council, the Terms of Reference included as Attachment 2 will be utilized. As noted previously, the future amendment to the Terms of Reference will be inclusion of the updated meeting schedule, once confirmed by the Committee.

Any future revisions other than the Committee meeting schedule will be brought back to Council for review and approval.
E. The Blue Mountains Strategic Plan

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 Manage 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

N/A

G. Financial Impact

N/A

H. In consultation with

Shawn Everitt, Chief Administrative Officer

Sustainability Committee
I. Public Engagement

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 Sarah Merrifield, committeesea@thebluemountains.ca.

J. Attached

1. Current Sustainability Committee Terms of Reference
2. Draft Revised Sustainability Committee Terms of Reference

Respectfully Submitted,

Sarah Merrifield
Executive Assistant Committees of Council

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Sarah Merrifield, Executive Assistant Committees of Council
committeesea@thebluemountains.ca
519-599-3131 extension 306
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”.¹

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. Review the Sustainable Path;
4. Develop and assess progress of a Sustainability Plan that supports the four Pillars of Sustainability;
5. Serve as a committee of Council that coordinates 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.
6. 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.

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 quarterly 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 and shall be composed such that a quorum of the membership is not met (maximum sub-committee membership of quorum minus 1). 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 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.

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
Sustainability Committee

TERMS OF REFERENCE

1. PURPOSE

Sustainability 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”.1

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 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 staff person (or appropriate delegate) will act as the liaison between the Sustainability 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 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 it’s 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 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 Committee
- 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 Committee and by Council.

9. QUORUM

Quorum for the Committee, 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 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 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 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 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 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