

## **Sustainability Advisory Committee Terms of Reference**

### **Purpose**

The Sustainability Advisory Committee is a committee of the Township of Cavan Monaghan Council to promote sustainable practices throughout the community with regard to energy use as well as climate change adaptation mitigation initiatives.

### **Operation**

The Sustainability Advisory Committee is a volunteer advisory committee whose members are responsible to the Township of Cavan Monaghan Council and bound by these Terms of Reference. Members are subject to a Confidentiality Agreement with the Municipality and all other applicable policies.

All points of order or procedure for which rules have not been provided in this Terms of Reference shall be decided by the Chair in accordance with the Township's Procedural By-law. The Committee shall also have regard to the policies and guidelines of the Township's Energy Conservation and Demand Management Plan (ECDM), Peterborough County and Sustainable Peterborough's Climate Change Action Plan (CCAP).

All Committee meetings are open to the Public.

### **Responsibilities of the Committee**

- Advise and make recommendations to Council regarding the update and implementation of the ECDM;
- Engage stakeholders in the implementation of the ECDM. These stakeholders include, but are not limited to, the Township of Cavan Monaghan, residents and business owners of the Township;
- Provide recommendations on the direction for phasing and timing of energy management and/or climate change mitigation/adaptation projects;
- Promote initiatives to raise public and special interest awareness and support for ongoing sustainable energy management and climate change projects;
- Provide educational opportunities for all stakeholders with regard to energy management, waste reduction strategies, active transportation, local food and other sustainability practices/initiatives;
- Other initiatives, projects or programs as directed by Council;
- Establish well-defined goals and objectives for the upcoming year; and
- Work within the annual budget approved by Council.

## **Role of the Chair**

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. The Chair is responsible for:

- Provide input in the creation of an agenda in consultation with municipal staff.
- Chair the meeting.
- Participate as an active voting member, encouraging active participation by all Committee members.
- Review reports from other Committee members and affiliates in consultation with municipal staff designate(s) for inclusion on the agenda;
- Represent the Sustainability Advisory Committee on other Committees when necessary or ensure an appropriate staff designate(s).
- Calling of meetings as required to address issues of an urgent nature.
- In the absence of the Chair, these responsibilities will be undertaken by a committee member designated as Vice-chair.

## **Role of Committee Members**

- Attend and actively participate in all scheduled meetings as a voting member;
- Read and understand all information supplied;
- Undertake research on local and broader sustainable initiatives;
- Contribute input into Committee reports to Council;
- Undertake training as required to effectively perform their role as a committee member;
- Become familiar with Municipal, Provincial, and Federal legislation as they apply to the ECDM;
- Make delegations to Council for budget requests;
- Publicly support all recommendations made by the Committee; and
- Work with other members to attempt to reach a consensus on decisions brought before the Committee.

## **Role of the Clerk**

- Provide notice of meetings and create the agenda;
- Take minutes of Committee meetings;
- Maintain an up-to-date record of meetings, attachments, and reports;
- Distribute minutes of previous meetings and the agenda for the upcoming meeting at least 48 hours prior to the next scheduled meeting;
- Work with the Chair to develop meeting agendas;
- Ensure that all members of the Sustainability Advisory Committee have entered into a Confidentiality Agreement with the Municipality at the start of their term;
- Post approved Sustainability Advisory Committee agendas and minutes on the Municipality's website.

- Staff are non-voting members.

## **Role of Staff**

- Act as a resource for the Committee during meetings that may include presenting background reports, distribution of government information pertaining to the mandate of the Sustainability Advisory Committee, etc.
- Facilitate the recommendation(s) of the Sustainability Advisory Committee to Council through the creation of reports.
- Ensure that other departments of the Municipality, whose responsibilities and actions may impact on properties are aware of the ECDM Strategy goals and priorities as well as the CCAP;
- Submit a report to Council for budget requests or reallocation of funds; and
- Administer the use of allocated funds to the Sustainability Advisory Committee;
- Staff are non-voting members.

## **Composition**

The membership of the Sustainability Advisory Committee shall consist of not fewer than seven (7) and not more than nine (9) members appointed by Council.

In addition to two (2) staff member and one (1) appointed Council representative; preference will be given to the following representation:

- Resident and/or Ratepayer of the Municipality – Three (3) Members at Large
- Member of the local business community, preferably equal representation from each Ward 1, 2 and 3. Three (3)

At the first meeting of the new term of the Sustainability Advisory Committee, the members shall appoint, from among their membership, a Chair and Vice-Chair.

Members of Subcommittees will be appointed within the existing membership as required.

## **Term of Office**

The term for Citizen members and Council members on the Sustainability Advisory Committee shall run concurrent with the term of Council, or until successors are appointed by Council as required.

Members are required to notify the Chair or designated municipal staff if they are unable to attend a meeting. Should any member of an Advisory Committee fail to attend four (4) or more meetings, the Council may discharge that member by resolution and appoint another member in his/her place. Members who wish to resign shall notify the Chair and the Township Clerk in writing. Replacement of the member will be through the process outlined in the Advisory Committee Policy.

## **Quorum**

A majority of Committee members will constitute a quorum for the transaction of business. No less than 4 of the 7 Committee members must be present before a quorum is achieved.

## **Minutes and Agendas**

Reports including recommendations from the Sustainability Advisory Committee will be sent through the Township Clerk to be included on the next scheduled Regular Council Meeting agenda. Minutes will be forwarded to Council for adoption. The Council appointed representative will report updates at the Regular Council Meetings on the Committee's activities.

Distribution of the agenda for the upcoming meeting will be sent via email to Committee members at least 48 hours prior to the next meeting and will be posted on the Municipal website. Meetings will be livestreamed and recorded. The livestream and recording will be maintained in accordance with the Records Retention By-law.

## **Subcommittees**

The Sustainability Advisory Committee may establish subcommittees from time to time to deal with specific issues. All subcommittees must be comprised of appointed Sustainability Advisory Committee members. The subcommittees make recommendations to the Sustainability Advisory Committee. All appointed members of the subcommittee have the right to vote. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

## **Meeting Times and Locations**

The Sustainability Advisory Committee shall hold a minimum of four (4) meetings per year. Meetings will occur on a date and time agreed to by the Committee. Meetings will take place in the Municipal Council Chambers, Committee Room or an alternative option when required. Meetings will be livestreamed and recorded.

Additional meetings may be held as required at the call of the Chair and recommendation of staff.

## **Remuneration**

- This is a voluntary position and there is no financial compensation associated with the appointments.
- Reimbursement for expenses incurred by Committee members will be paid for by the Municipality subject to the approval of Council.