



KING TOWNSHIP SUSTAINABILITY ADVISORY COMMITTEE TERMS OF REFERENCE

1. Purpose of the Sustainability Committee

The purpose of the Sustainability Committee is to guide the implementation of the Township's Integrated Community Sustainability Plan (ICSP) which was originally adopted by Council in April 2012 and amended as required.

The Integrated Community Sustainability Plan (referred to as the Plan) is a living document intended to guide King on its path to sustainability. The Plan recommends an implementation framework that is characterized as being municipally led and community supported to allow the municipality to share the responsibility for implementing the Plan with the community and therefore recommends the establishment of the Sustainability Committee. The Plan has 19 themes, organized by the four pillars of sustainability (environment, economy, socio-culture and finance). A substantial list of potential action items were generated through the Plan's development. The Committee will work with, advise and support Council and community groups implementing the Plan. Some of these action items have been identified as the responsibility of the Township, and as such the Township will take the lead role in implementing them.

2. Committee Objectives, Responsibilities and General Activities

The Committee is responsible for assisting in the implementation of the community led immediate priorities outlined in the Plan. The Committee will also be responsible for prioritizing the action bank items identified in the Plan and will provide advice on the action items that the Township will take the lead on. The Committee will evaluate other potential action items. It will also make recommendations to Council related to potential associated funding and other resource allocation. Further, the Committee is responsible for taking the necessary steps to recruit and engage businesses, developers, community organizations, stakeholders and the larger community to endorse and carry out the Plan's many actions. The Committee will receive and vet requests from community groups looking to undertake actions within the Plan. The Committee will be responsible for reaching out to potential collaborators or partners identified in the Plan to confirm participation for implementation.

The Committee will work collaboratively with each other, Council, Township staff and community groups as needed to ensure implementation. The Committee will use the Sustainability Plan's Alignment Tool for new plans, proposals, projects, and actions put forward to the Sustainability Committee by community groups and/or staff. The intent of the Alignment Tool is to provide the Sustainability Committee and/or Council with a sense of how the proposed initiative helps to further the vision, goals, strategies and actions identified in the Township's ICSP.

The Alignment Tool also ensures that resource requirements and timing commitments are identified.

The Committee will be responsible for promoting the Plan and play a key role in the community leadership of the Plan and celebration of the Plan's accomplishments.

Township staff will inform the Sustainability Committee of action items that take place at the municipal level.

3. Membership Composition & Meeting Information

The Sustainability Committee will consist of appointed community representatives and Members of Council. Community representation will be selected based on the Township's Recruitment/Appointment Policy for Advisory Committees/Boards/Task Forces.

Township staff may be appointed on an ex-officio basis (by virtue of their position) or may be invited to attend and participate in discussions at meetings, in an effort to assist in any way. Township staff will not vote.

The Sustainability Committee's composition shall be as follows:

1. Community Advisory Representation with special interest in each of the Four Sustainability Pillars:
 - (2)* Economic
 - (2)* Environmental
 - (2)* Socio-cultural
 - (2)* Financial
2. (3) Appointed Members of Council. Other Members of Council are invited to be part of the Committee on an ex-officio basis.

* For the inaugural Sustainability Committee, one of these members shall be the Ambassador representing the pillar on the original Sustainability Task Force.

Support/Comment will be provided from all Departments, as needed.

The Township's Chief Administrative Officer (CAO) shall be invited to attend all Sustainability Committee meetings.

Staff support will be provided by the Sustainability Coordinator and the CAO. The Sustainability Coordinator will act as the liaison between the Sustainability Committee, Council, Township staff, the internal Communications Committee, the public and community groups. The Secretariat function will be addressed by

the Sustainability Coordinator, responsible for preparing meeting logistics, minutes, monitoring progress, flagging needs and issues, etc. The Sustainability Committee will coordinate with the Township's Sustainability Coordinator for the ongoing education and outreach of relevant information pertaining to sustainability initiatives and any budgetary impacts of implementation of initiatives that requires reporting to Council for consideration and direction. The Committee does not have the authority to direct the work of the Township staff except as specifically provided by these Terms of Reference.

- (i) Solicitation for members and appointment of the members to the Sustainability Committee shall be advertised in a similar manner to all other Council appointed advisory committees in the Township, in accordance with the Township of King's Recruitment/Appointment Policy.
- (ii) Members of the Sustainability Committee serve without remuneration, but will be compensated by the Township for any approved travel expenses related to carrying out their duties as Committee members. All such expenses shall be approved by the CAO.
- (iii) Council shall appoint members by By-Law and the term of appointment shall be concurrent with the term of Council.
- (iv) Annually, the Sustainability Committee shall elect a chair and vice-chair from the appointees.
- (v) The Chair shall vote on every motion. In the event of a tie vote, the motion is defeated.
- (vi) The Sustainability Committee shall meet approximately ten times per year. The Committee will not hold meetings during the summer recess.
- (vii) Each member should attend a minimum of 50% of the meetings per year and shall not miss more than three consecutive meetings; special circumstances shall be addressed on an individual basis.

4. Frequency of Meetings

- (i) The Chair of the Committee can cancel any meeting but must give sufficient notice to members, in accordance with the Township's Procedural By-law.
- (ii) The Chair of the Committee may call special meetings but must give sufficient notice to members, in accordance with the Township's Procedural By-law.

- (iii) All Sustainability Committee meetings will take place at the Municipal Offices. To engage the community, additional Public Sessions and Workshops can be held throughout the municipality with adequate promotion and advertisement in advance.
- (iv) Dates and times for meetings are to be determined by Committee at the beginning of the year. Meetings, once the schedule is approved by Committee, will be held on a rotational system, (e.g. the second Tuesday at 7:00 p.m. of every month, excluding summer recess) or on an as needed basis.
- (v) Meetings shall not conflict with regular meetings of Council and regular Committee of the Whole meetings.

5. Minutes and Agenda

- (i) The Minutes of each meeting will be prepared for adoption at the following meeting. When adopted, the minutes will be provided to Council for information only.
- (ii) The Township will provide recording secretarial services including the preparation of minutes and Sustainability Committee annual and similar update/progress reports with the support and assistance from the Sustainability Coordinator.
- (iii) The Sustainability Committee Agenda will be prepared by the Sustainability Coordinator in consultation with the Committee Chair and/or Vice Chair.
- (iv) Meeting schedules, agendas and minutes will be published within the Township's website.

6. 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 but may make recommendations requiring implementation; reports or staff actions must first be considered by Committee of the Whole and/or Council before any action by staff may be taken.

7. Reporting

- (i) The Township's Sustainability Committee shall submit an annual report to Committee of the Whole outlining accomplishments of Committee for the previous year and establishing a plan for the future year, in accordance with the mandate established through this Terms of Reference.

8. Task Forces/Working Groups

- (i) 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 annual work plan.

9. Amendments to the Terms of Reference

- (i) Amendments to the Terms of Reference may only be made by Council. The Sustainability Committee can propose amendments, if endorsed by a majority vote of the Sustainability Committee.

10. Resignations

- (i) Any resignation from the Sustainability Committee during the term of the Committee shall be tendered in writing to the Chair of the Committee who will advise Council through the Clerks Department. Township Council shall appoint a replacement member in accordance with the Township's Recruitment/Appointment Policy for Committees/Boards/Task Forces who will serve the remainder of the term.
- (ii) In order to maintain a high level of commitment, members may be required to resign if they have been absent for three (3) consecutive meetings without good cause.

11. General Conduct

- (i) The meetings shall be conducted in accordance with Council's current procedural By-Laws governing meetings and Robert's Rules of Order.
- (ii) All meetings shall be opened to the public. Meetings will be declared in Camera by a majority vote of those present and should be so declared to discuss matters only in accordance with Section 239 of the Municipal Act.

12. Media/Communications

- (i) Coordination of any communication pieces/advertisements, etc., will be through the dedicated Township support staff to the Township Communications Committee, and fully supported to promote the progress of initiatives and/or plan updates and to communicate all/any engagement activities within the community to encourage active participation and consultation.