

Sustainable Community Advisory Committee

TERMS OF REFERENCE



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Sustainable Community Advisory Committee

Terms of Reference

Purpose

To provide feedback, advice, and recommendations to Council on matters within the Committee's scope which will support informed decision-making and effective governance.

Vision 2050 Alignment

The Sustainable Community Advisory Committee (the "Committee") aligns with the following themes and examples from the Vision 2050 Strategic Plan:

1. **Green & Resilient City:** climate, drinking water, garbage, and recycling.
2. **City That Moves:** parking, roads, sidewalks, transit, and winter maintenance.
3. **Safe City:** animal control, by-law enforcement, crossing guards, and fire services.

Scope

This Committee holds public meetings and considers questions, deputations and presentations, correspondence, and reports in relation to matters such as:

1. **Animal Control:** care, management, and regulation of animals.
2. **By-law Enforcement:** education about and enforcement of municipal by-laws.

3. **Climate:** climate change mitigation, adaptation, and sustainability planning.
4. **Crossing Guards:** location and contracting of crossing guards.
5. **Emergency Management:** preparedness, response, and recovery for emergencies and disasters.
6. **Fire Services:** fire prevention, protection, and emergency response.
7. **Parking, Roads, and Sidewalks:** planning, construction, maintenance, and administration of municipal transportation networks.
8. **Physician Recruitment:** attracting and retaining healthcare professionals.
9. **Transit:** management of public transit services.
10. **Waste Management:** collection, disposal, recycling, and diversion.
11. **Water/Wastewater:** treatment, distribution, and management of water and wastewater systems.
12. **Winter Maintenance:** maintaining safe mobility on roads, sidewalks, and related pathways during winter conditions.

Staff may consult the Staff Liaison, City Manager, or City Clerk to decide which items belong on this Committee, if necessary.

Composition and Term

The Committee is comprised of:

1. Four (4) members of Council to serve for a two-year term; and
2. Five (5) members of the general public to serve staggered two-year terms.

Selection

Council members select committees in accordance with the Board, Committee and Seat Selection Policy.

Public member applications are considered by Council members in closed session and appointed by by-law in open session.

Chair and Vice Chair

The chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

The vice chair of the Committee is a member of Council, selected using the Clerks procedure in effect at the time.

Meetings

Meetings are generally held every month on the third Thursday at 5:30 p.m. as presented in the Council and Committee Calendar.

Meetings are not held in August. Meetings may be held at the call of the chair. Meetings are conducted in accordance with the City's Procedural By-law in effect at the time of the meeting.

Authority

The Committee reviews material and provides recommendations to Council.

The Committee does not have any decision-making capacity or delegated authority.

Urgent Matters

In circumstances where an urgent matter arises between scheduled Committee meetings, the City Manager may authorize that the matter be referred directly to Council for consideration.

Remuneration

The members of the Committee, including the chair, do not receive remuneration beyond the remuneration they receive as a member of Council.

Staff Resources

The staff liaison is the Director of Public Works and Engineering. The alternate staff liaison is the City Manager.

The recording secretary is the Committee and Executive Support Coordinator, or their designate.

Attendance by Directors, Managers, Supervisors, and other staff will be determined as needed, in accordance with the items listed on the agenda.

Staff Resources

The staff reporting through this Committee will be from the following divisions of the Public Works and Engineering Department, Corporate Services Department, and Fire Department:

1. Animal Control;
2. By-law Enforcement;
3. Engineering;
4. Parking;
5. Public Works;
6. Roads and Sidewalks;
7. Transit;
8. Waste Management;
9. Water/Wastewater; and
10. Winter Maintenance.

Associated Plans and Strategies

The plans and strategies associated with this Committee include, but are not limited to:

1. Climate Action Strategy, including:
 - a. Climate Change Adaptation Plan;
 - b. Climate Mitigation Plan;
2. Environment Master Plan;
3. Stormwater Master Plan;
4. Transportation Master Plan;
5. Vision 2050 Strategic Plan; and
6. Waste Management Strategy.