

Burlington Sustainable Development Committee Terms of Reference

NAME:	Sustainable Development Advisory Committee
REPORTS TO:	City Council through the Development & Infrastructure Standing Committee
CLERK:	Sr. Sustainability Coordinator, Corporate Strategic Initiatives
ESTABLISHED:	January 29, 1990

BACKGROUND

In 1990 City Council declared the City of Burlington to be a 'Sustainable Development Community' and established a Sustainable Development Citizen Advisory Committee. In November 1994, Council approved six principles of sustainable development, along with a number of related objectives¹.

1. Support responsible development that promotes efficiency and enhances the quality of life.
2. Protect the environment in both a proactive and remedial manner, with emphasis on anticipation and prevention.
3. Make decisions which recognize the interdependence of humans and nature in a common ecosystem.
4. Promote sustainable resource use and conservation practices.
5. Have regard for environmental, economic and social costs and benefits in the development use of resources, products and services.
6. Promote responsible stewardship to ensure equitable use of natural and environmental resources in order to meet essential needs of both present and future generations.

MANDATE

a) To provide advice to Council, having regard for environmental, economic, and social costs and benefits in the development and use of resources, products and services:

- by responding to requests for advice from Council and city staff;
- by providing advice on relevant policy development;
- by reviewing and commenting on plans and strategies from external agencies and senior levels of government which may impact the city;

¹ Please see www.burlington.ca/sdc for a full list of the Principles and Objectives of Sustainable Development.

- by encouraging the protection of the environment in a proactive manner, with emphasis on anticipation and prevention;
- through involvement in strategic planning processes such as the city's strategic plan, official plan and other master plans and strategies as relevant to the committee's mandate;
- by presenting an annual report to Council through the Development & Infrastructure Committee;
- by preparing the State of The Environment Report for Burlington every four years with recommendations, prior to the development of the city's strategic plan; and,
- by keeping current about City of Burlington policies that may impact the committee.

b) To raise community awareness and understanding of sustainable development issues as they relate to the City of Burlington and its activities:

- by reaching out to the community in activities and special events related to sustainable development and the natural environment, promoting sustainable resource use and conservation practices;
- by working with assigned city staff to meet the mandate of the committee, developing achievable annual action and communication plans; and,
- by partnering with other community groups to share information and raise community awareness on sustainable development type activities.

MEETINGS

An annual schedule of committee of the whole and sub-committee monthly meetings will be prepared by the committee Clerk in consultation with the committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the committee. Meetings will be held at City Hall and completed within two hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings; however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the Clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The fiscal year of the committee shall be from January 1 to December 31. The committee will work with the assigned Clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with

corporate budget directions and timelines. The committee’s budget will be presented within the Local Boards and committees’ budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the committee Clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The Chair and Vice-Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee’s mandate as outlined in the terms of reference. The work plan will be from January 1st to December 31st each year.

Within the first quarter of each year, the Chair and Vice-Chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to council for information through the Council Information Package or by presentation to the relevant standing committee of council.

COMMUNICATIONS

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their Clerk can work with corporate communications staff to meet the committee’s needs. Graphics, editing, printing and advertising services are provided through corporate communications and funded by the committee’s annual budget allocation. The committee Chair or designate will provide the first point of contact for all communication/media requests.

7. COMMITTEE COMPOSITION

Role		Voting	Non-Voting
Citizen representatives	15 representatives – should represent youth, seniors and ward diversity where possible.	✓	
Designated Volunteer Alternates	1-3 individuals in addition to the approved composition that have been selected through the interview process. Full participation at committee meetings with no voting privileges. Available to fill unplanned vacancies.		✓
Sub-committee volunteer	Individuals selected by committee members and not through the interview process. Attend and participate on sub-committees only.		✓
Council representative	Mayor or member of council appointed by council		✓
Committee Clerk	Sr. Sustainability Coordinator, Corporate Strategic Initiatives		✓
Departmental Support	Sr. Sustainability Coordinator, CSI Environmental Planner, Planning and Building Department		✓

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel may include the committee Chair and/or Vice-Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the Chair presiding or Vice-Chair in his/her absence.

The **Chair and Vice-Chair** are committee members elected by committee members. Only voting members can be elected as Chair or Vice-Chair.

Sub-committees: The Sustainable Development Committee has two sub-committees: the Policy and Development Sub-committee and the Awareness Sub-committee.

The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a standing committee or council. Sub-committee members prepare their own agendas and minutes as required. The Chair of a sub-committee must be a member of the Burlington Sustainable Development Advisory Committee and is appointed by the Chair. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

TERM OF OFFICE

Committee members: three years from the date of appointment (generally January 1st – December 13th), with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Members of the committee who have completed their first term of office and wish to re-apply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

Once a member has completed their two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Chair and Vice-Chair: One year from January 1st to December 31st. An individual may serve a maximum of two consecutive years as a Chair or Vice-Chair.

If the chair resigns before the completion of his or her term, the Vice-Chair will complete the remainder of the term. If the Vice-Chair resigns or vacates their position to fill the position of Chair, a new Vice-Chair will be elected to complete the remainder of the term.

Designated Alternates: If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the committee. Upon appointment to full voting membership, alternates will commence their first term of office as a full-voting member. The alternate is eligible to apply for a second full term when their first term as a full-voting member has expired.

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee Chair and Vice-Chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of Chair or Vice-Chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

COMMITTEE REVIEW/SUNSET DATE:

Spring 2015 and every four years thereafter to coincide with the new term of Council.

REFERENCE DOCUMENTS:

All members of the Burlington Sustainable Development Advisory Committee will have read and understood the following reference documents:

- Sustainable Development Committee and City Staff Protocol, February 2013
- Handbook on Citizen Committees, June 2010
- Procedural By-law No. 24-2013
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy