



2019 – 2022 Terms of Reference Community Sustainability Advisory Committee

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1. The Committee shall consist of **Nine (9)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for:
 - One (1) Interior Health representative
 - One (1) Penticton Indian Band representative
 - One (1) Okanagan College representative
 - One (1) Fortis BC representative
 - Five (5) members of the community with knowledge or interest in community sustainability
2. The Committee Members shall appoint a Chair and Vice-Chair each year.
3. Role of Council Representatives:
 - One (1) Representative
 - Non-Voting Member
 - Liaison to City Council
4. A majority of appointed voting members shall constitute a quorum.
5. The Community Sustainability Coordinator or designate, shall attend committee meetings to provide operational support to the Committee.
6. The Corporate Administration Department shall arrange for secretarial services to the Committee.
7. The Committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
8. The Committee's mandate is to make recommendations to the Council on all matters referred to the Committee, including:
 - Providing recommendation on the preparation, updating and administration of Corporate and Community Climate Action Plans;
 - Reviewing, analyzing and providing feedback on any community related climate action items as directed by Council, including strategic planning, bylaws and policy development;
 - Providing a forum for dialogue and information sharing related to community sustainability initiatives;
 - The Committee, for each initiative it proposes to execute, will research, develop and propose funding source options for consideration, including, but not limited to, corporate sponsorship, community partnerships, grants, awards and municipal funding;
 - Recommend actions, education and marketing initiatives which promote increased public awareness and participation in climate action and community sustainability;
 - The committee will not participate in operational matters respecting the City of Penticton.

9. Disqualification from Office

If an advisory member is continuously absent from Committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the Committee members, Council may choose to replace the member. The person who held the office is disqualified from holding office on any advisory Committee of the City of Penticton for a period of one year.

10. Closed Meeting – no meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.
11. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.
12. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.