



## 2020 – 2022 Terms of Reference Community Sustainability Advisory Committee

penticton.ca

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 to individuals with direct knowledge or interest and/or experience in community sustainability that could include, but is not limited to:
  - Environment
  - Renewable Energy
  - Climate Action
  - Recycling
2. The Committee Members shall appoint a Chair and Vice-Chair.
3. Council shall appoint one (1) Council representative to the Committee.
4. Role of Council Representative:
  - Non-Voting Member
  - Liaison to City Council
5. The Mayor or their Deputy will act as an alternate Council representative.
6. A majority of appointed voting members shall constitute a quorum.
7. The Community Sustainability Coordinator and/or designates, shall attend committee meetings to provide operational support to the Committee.
8. The Corporate Administration Department shall arrange for secretarial services to the Committee.
9. 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.
10. 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; and

- 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.

#### 11. Conflict of Interest

All Committee members are expected to review and sign a Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

If a Committee member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

#### 12. Removal of a Member from Committee

Council may remove a Committee member from a Committee for good and sufficient reason, which may include any of the following, without limitation:

- (a) the absence of a Committee member from three (3) consecutive regularly scheduled Committee meetings, unless the absence is because of illness or is with leave of the Committee;
- (b) a finding by Council that the Committee member has engaged in misconduct, such as bullying or harassment of another Committee member or a City employee; or
- (c) participation by a Committee member in circumstances where the Committee member has a conflict of interest.

In any case where Council proposes to remove a member from a Committee, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

#### 13. Resignation

Any member may resign upon sending written notice to the Corporate Officer.

In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

#### 14. Closed Meeting

All Committee members are expected to review and sign a Confidentiality Declaration and adhere to the requirements set out in the declaration.

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.

15. The Mayor will sign all correspondence initiated by the Committee on behalf of the City of Penticton.
16. 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.