



Community Sustainability Committee *Terms of Reference – Summary*

PURPOSE

Parkland County's 2022-2025 Strategic Plan identifies four (4) pillars that are areas of major concentration over the term of the Strategic Plan: 1. Complete Communities, 2. Strategic Economic Diversification, 3. Respected Environment and Agriculture and 4. Responsible Leadership. The purpose of the Community Sustainability Committee (CSC) is to consider matters relating to quality of life as it aligns with the Strategic pillars, provide input into the decision-making process, and advise Council of its recommendations.

LEGISLATIVE AUTHORITY

Municipal Government Act.

REPORTS TO

Council.

MEMBERSHIP

The Committee may have up to 9 members, up to 3 which may be Councillors. Members are not required to be a resident of Parkland County.

TERM OF OFFICE

Councillors are appointed at the Council Organizational Meeting.

CHAIRMANSHIP

CSC members shall elect a Chair and Vice Chair on an annual basis from among their members.

MEETINGS

Meetings will be held a minimum of four (4) times, and a maximum of ten (10) times per year.

TERMS OF REFERENCE

Attached.

ADMINISTRATIVE RESPONSIBILITY

Chief Administrative Officer.



Community Sustainability Committee (CSC) Terms of Reference

Purpose

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Roles and Responsibilities

1. The committee will consider matters referred to it by the Council, Administration, Residents, and The Committee.
2. The Committee will make recommendations to the Governance and Priorities Committee that help achieve Council's annual strategic priorities for the Committee. The annual strategic priorities will be determined at Council's annual strategic planning session. The Committee will provide advice to Administration regarding plans and concepts referred to it. The Committee may recommend changes to the Terms of Reference.
3. The Committee will report through the Governance and Priorities Committee two (2) to three (3) times per year.
4. The Committee has an advisory role with no decision-making authority. The Committee does not have the power to:
 - i. Enter into agreements;
 - ii. Spend money;
 - iii. Direct county employees; or
 - iv. Bind or obligate the County in any other manner.

CSC Membership

1. The Committee may have up to 9 members, up to 3 of which may be Councillors.
2. Councillors will be appointed annually at the Council Organizational Meeting.
3. Council will encourage applications from individuals with a diversity of experience and backgrounds. Individuals with experience or familiarity in areas including, but not necessarily limited to, youth and/or senior organizations, the arts, environmental organizations, industry/business, earth sciences, agriculture or recreation will be encouraged to apply.
4. Members are not required to be a resident of Parkland County.
5. Council may at its discretion, by resolutions, revoke the appointment of any Member.
6. Council may by resolution fill any vacancy that may arise during a term.
7. Members will be required to read and adhere to the Code of Conduct, Workplace

harassment, and Health & Safety policies of Parkland County while acting as members of the Committee.

Terms of Member Appointments

Members will be appointed by resolution of Council for a term not to exceed four (4) years.

Meetings

Meetings will be open to the public and conducted in accordance with the Parkland County Meeting Procedure Bylaw 2015-06, except for as may be varied by this Terms of Reference.

Quorum

A majority of the appointed Members will be quorum.

Decisions

1. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.

Minutes

The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.

Meeting Frequency

1. At the first meeting in each calendar year, the Committee will elect a Chairperson and Vice Chairperson from among the public members.
2. The Committee shall hold meetings four (4) times per year, not exceeding a maximum of ten (10) times per year, or as otherwise called by the Chairperson.