

# TERMS OF REFERENCE

## Community Sustainability Committee

### 1. Purpose

- a. **Parkland County's 2016-2020 Strategic Plan** identifies Healthy Communities and Environment as Strategic Priority Areas. The purpose of this Committee is to consider matters relating to Healthy Communities and Environment, their alignment with the Strategic Goals set out in the Strategic Plan, and advise Council of its recommendations.
- b. The Healthy Communities Strategic Goals are:
  - i. To inspire community-building through direct investment, community development expertise, and support to volunteers;
  - ii. Create well planned parks, open spaces and recreational facilities that meet the needs of the community are interspersed throughout the County;
  - iii. Provide residents opportunities to participate in meaningful public engagement opportunities;
  - iv. To diversify housing options to attract and retain residents of all generations within the community; and
  - v. Ensure resident access to programs, services and infrastructure that contribute to their wellbeing and quality of life opportunities for diversity, innovation and entrepreneurship;
- c. The Environment related Strategic Goals are:
  - i. To create a healthy landscape that sustains agriculture, wildlife and natural spaces;
  - ii. To promote environmental stewardship through resident participation community education; and
  - iii. Greenhouse gas emission reduction and energy efficiency improvement.

### 2. Function

- a. The Committee will consider matters referred to it by:
  - i. Council;
  - ii. Administration;
  - iii. Residents; and
  - iv. the Committee.

- b. The Committee will make recommendations to Council Committee of the Whole 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.
- c. The Committee will report through the Council Committee of the Whole 2 to 3 times per year.

### 3. Limitations

- a. 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.
- d. The Committee has an advisory role with no decision making authority.

### 4. Membership

- a. The Committee may have up to 9 members, up to 3 of which may be Councillors.
- b. Councillors will be appointed annually at the Council Organizational Meeting.
- c. Other Members will be appointed by resolution of Council for a term not to exceed 4 years.
- d. 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 seniors organizations, the arts, environmental organizations, industry/business, earth sciences, agriculture or recreation will be encourage to apply.
- e. Members are not required to be a resident of Parkland County.
- f. Council may at its discretion, by resolution, revoke the appointment of any Member.
- g. Council may by resolution fill any vacancy that may arise during a term.
- h. 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.

## 5. Meetings

- a. 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.
- b. The Committee shall hold meetings 6 times per year, or as otherwise called by the Chairperson.
- c. At the first meeting in each calendar year the Committee will elect a Chairperson and Vice Chairperson from among the public members.
- d. A majority of the appointed Members will be quorum.
- e. The majority vote of those Members present at a meeting shall constitute a decision of the Committee.
- f. The Chief Administrative Officer will appoint an Administrative Representative to support the meetings of the Committee.