

**BURLINGTON SUSTAINABLE DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE**

NAME: Burlington Sustainable Development Committee  
(Citizen Advisory Committee)  
REPORTS TO: Community Development Committee  
CLERK: Committee Clerk

ESTABLISHED/AMENDMENTS:	<b>By-law No.</b>	<b>Date</b>	<b>Report / Item No.</b>
		January 29, 1990	PW-24/90

OTHER ITEMS OF REFERENCE:

**1. BACKGROUND**

The Burlington Sustainable Development Committee is a citizen advisory committee, reporting to City Council through the Community Development Committee. A group of interested citizens initially gathered in 1990 and Council approved six principles and the following objectives of sustainable development in November 1994:

Protection of Natural Resources	Reforestation of the City
Full Public Participation in Development Decisions	Best Use of Land
Actively Promote Sustainable Development	Balanced Development
Protection and Enhancement of Natural Features	Natural Storm Water Management
Efficient Urban Design	Accessible Community Development
Responsible Use of natural Resources	Energy Conservation
Integration of Natural Features and Green Space	Ecosystem Auditing
Balanced Transportation System	Evaluation of Development
Minimal Discharge of Toxic Pesticides and Other Toxic Chemicals	

In January 1999, staggered terms began with five members selected for a three-year term, five members selected for a two-year term and five members selected for a one-year term.

**2. MANDATE**

a) To provide advice to Community Development Committee and Council on issues of sustainable development, 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 on sustainable development matters
- by providing advice on relevant policy 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 Future Focus, Official Plan reviews and the city's Environmental Management Plan
  - by presenting an annual report to the Community Development Committee and preparing regular State of The Environment Reports (target: SOER released once every three years, targeting distribution prior to the corporate strategic planning process)
  - by keeping current about City of Burlington policies that may impact the committee.
- b) To promote understanding of sustainable development as it relates to the City of Burlington and its activities:
- by involving the community in activities 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
  - by sharing information through the city's web site and with other sustainable development and/or environmental groups.

**SUNSET/REVIEW DATE:            December 1, 2006**

### **3. MEETINGS**

Meetings will be held monthly on Wednesday evenings, generally the 3<sup>rd</sup> week of every month, within City Hall, beginning at 7:00 p.m. Meetings will be two hours in duration. Subcommittee meetings will be scheduled as required to complete the assigned work.

### **4. QUORUM**

Quorum is more than half of the number of members, excluding the Council representative. In the event that there is no quorum the meeting will continue, provided at least four committee members are in attendance and the minutes of the meeting so indicate. The minutes must include the notation that a quorum was not present at the meeting and must be considered at the next meeting of the Committee at which a quorum is present. At subcommittee meetings, a quorum is not required.

### **5. BUDGET CONSIDERATIONS**

The fiscal year of the Sustainable Development Committee will be January 1 to December 31 annually. The chair will work with the committee clerk to submit a budget request, signed by the Chair, that reflects the committee's upcoming year's operating and capital needs, in keeping with budget directions and timelines. The budget will be presented within the local boards and committee budget submission, detailed with Cost Centre 113320.

All financial commitments of the Sustainable Development Committee must be approved through the Committee, with revenues and expenditures authorized through the staff liaison and processed in keeping with corporate policies. While fundraising is not expected of the Sustainable Development Committee, any sponsorship and/or donations must comply with corporate policies and any grant applications must be reviewed by the clerk prior to submission to the granting organization.

## **6. COMMUNICATIONS**

The Sustainable Development Committee is expected to prepare an annual communications plan so that their clerk can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided on an ongoing basis, funded by the Sustainable Development annual budget allocation. Web presence is supported through the city's website at [www.burlington.ca](http://www.burlington.ca), based on information provided by the committee and the clerk.

## **7. COMMITTEE COMPOSITION**

The Burlington Sustainable Development Committee will be comprised of 15 members representing the community at large. In addition, 1 Council member will sit on the committee and staff support will be provided through the Clerks Department. A staff person from Environmental Services will act as a resource to the committee, attending meetings as required.

Appointees to the Committee will be subject to an interview process and approval of the Committee as a whole. The interview team will be comprised of the Council representative and up to 3 members of the Committee. The Committee Clerk may also be present during interviews.

The Sustainable Development Committee may establish sub-committees as needed to consider specific issues. Sub-committees are not required to be approved through Standing Committee and Council. Sub-committee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. Generally, Sustainable Development will include the following sub-committees: Policy and Development, Awareness.

## **8. TERM OF OFFICE**

The term of office will be for three years on a rotating basis, with approximately one third of the members completing their term each year. If a member resigns before the completion of their term, a replacement may be appointed to complete the term.

A Chair and Vice-Chair will be elected from within the membership in November for the following year (one year term).