



THE CORPORATION OF THE TOWNSHIP OF WILMOT

Sustainability Committee

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TERMS OF REFERENCE

MISSION STATEMENT

The mission of the Township of Wilmot Sustainability Committee (SC) is to move existing sustainability initiatives forward for the Corporation, while identifying new opportunities to cost effectively protect our natural environment.

PURPOSE

The purpose of the Sustainability Committee (SC) is:

- To demonstrate leadership in environmental stewardship for the Township;
- To serve as a forum for addressing specific environmental issues;
- To support departments of the Corporation on the merits or basis for potential actions in the area of sustainability;
- To establish, implement, measure and report sustainability goals;
- To support all stakeholders in advancing upon new and existing sustainability projects.

STRUCTURE AND MEMBERSHIP

The SC will be made up of volunteer employees from the Corporation of the Township of Wilmot. Members are required to sign the Terms of Reference in order to solidify their dedication to participating and driving forward the recommendations and initiatives of the Sustainability Committee.

The Chair of the SC will act as the primary facilitator of meetings. The Chair will be appointed annually by members of the SC.

It is the aim of the SC to have a minimum of four (4) active staff members, and a maximum of six (6). This group will consist of a minimum one (1) volunteer from Financial Services; one (1) volunteer from Facilities and Recreation Services; and one (1) member of the Senior Management Team (SMT).

MEETINGS AND ATTENDANCE

Meetings will be held quarterly, and may be held more often as activities and action items are developed and need closer coordination. If a representative cannot attend a meeting, he or she can designate an alternate to act, and vote, in his or her absence.

QUORUM

The majority of the membership will constitute a quorum. The lack of a quorum at a meeting will not prevent the members from discussion or creating recommendations to be later distributed to the rest of the members for a decision.

DECISION-MAKING

Decisions may be made by a majority of the membership, but the team will make a reasonable effort to reach a consensus. All members will be notified when a decision is required and given a set time for a response. If a member or his or her designee does not respond within the specified response time, the decision will be carried by those members who responded.

BUDGET

The SC acts in a supportive/consultative manner; as such, the SC will focus on supporting recommendations and initiatives that fit municipal goals in relation to sustainability. Any recommendations endorsed by departments will then follow the standard municipal budgetary process for implementation.

REPORT

The SMT representative of the SC will share updates on activities from the SC with SMT as required. On an annual basis the SC will report to Members of Council on sustainability activities and successes. Best efforts will be made for this report to coincide with any Council meeting involving members of Sustainable Waterloo Region (SWR) and/or Climate Action WR.

AMENDMENTS

This Charter may be amended by the SC by a consensus. Any member may propose an amendment. Any proposed amendment will be circulated to the entire membership prior to the next meeting.

COMMITMENT

We, the undersigned, declare our support for the Sustainability Committee (SC) and pledge our time and commitment to its goals.

Patrick Kelly

Ashton Romany

Scott Nancekivell

Bruce Baechler