

 TOWNSHIP OF WILMOT	Corporate Policy Manual
	Section: Council - Committees
	Policy # CL-05.7 Pg. 1 of 2 Sustainability Working Group terms of Reference
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Approved by: Council	Review Date:

PURPOSE

To move existing sustainability initiatives forward for the Corporation, while identifying new opportunities to protect our natural environment.

SCOPE

The Sustainability Working Group (SWG) will demonstrate, support, and encourage environmental stewardship for Wilmot Township, and serve as a forum for addressing specific environmental issues. The SWG will support departments of the Corporation on the merits or basis for potential actions in the area of sustainability. The SWG will establish, implement, measure, and report sustainability goals, and support all stakeholders in advancing upon new and existing sustainability projects. The SWG will support the Corporation in the continuation of climate change mitigation strategies and projects, while promoting sustainability throughout the broader municipality.

STANDARDS AND PROCEDURES

Structure: The Sustainability Working Group (SWG) will include the following members:

- One (1) Member of Council;
- One (1) Member of Senior Management Team;
- Five (5) Full-time Staff covering (at least one must be a SMT member):
 - Parks, Facilities and Recreation Services
 - Development Services
 - Public Works and Engineering
 - Corporate Services (Budget/Finance Division)
 - Corporate Services (Asset Management Division)

The committee may invite other members of staff not listed in the membership as resources to assist with specific projects being undertaken (non-voting);

- Two (2) Expert Community Volunteers
- Executive Director of Sustainable Waterloo Region (or their designate)

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 Working Group.

The Chair of the SWG will act as the primary facilitator of meetings. The Chair will be elected annually by members of the SWG.

Council appointments to the SWG will occur in a method that coincides with the term of Council.

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.

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 SWG acts in a supportive/consultative manner; as such, the SWG will focus on supporting recommendations and initiatives that fit municipal goals in relation to sustainability, and reduce overall GHG emissions. Any recommendations endorsed by departments will then follow the standard municipal budgetary process for implementation through the annual work program.

Report: The SMT representatives of the SWG will share updates on activities from the working group with SMT as required. Quarterly minutes will be included within the Council Agenda, and the SWG will report annually 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.

Commitment: We, the undersigned, declare our support for the Sustainability Working Group, and pledge our time and commitment to its goals.

EVALUATION

These Terms of Reference may be amended by the SWG by a consensus, and approved by Council. Any member may propose an amendment. Any proposed amendment will be circulated to the entire membership prior to the next meeting.