

## Community Sustainability Committee Terms of Reference

### **Background**

To meet the challenges and opportunities of our growing community, a large-scale public engagement will be conducted to determine the community's long-term vision, values, and areas/dimensions of focus.

The creation of the community sustainability framework will help demonstrate the balance of key aspects of a healthy municipality, such as the environmental, social, economic, cultural, and governance dimensions. By addressing and integrating these key aspects, a municipality can be more resilient and adaptive.

In 2013, St. Albert City Council supported the development of a Community Sustainability project to help the City and community align to a single, shared vision for the future. This project has been named *Cultivating Our Future*. The overall objectives of the project are to:

- conduct in-depth public engagement with all demographics in the community to gather information and create buy-in;
- create a community sustainability framework that states the community's long-term vision, values and areas/dimensions of focus; and
- provide opportunities for the public to give input to the future of the community.

As this is a major undertaking for the City of St. Albert, it is recommended that a Committee be created to provide valuable insights into the vision development, and ultimately, serve as ambassadors within the community.

The Committee will be responsible for reviewing the information gathered from the public engagement process and from that, writing the vision, values and key themed areas/dimensions.

### **Objectives and Tasks**

To support the development of a community sustainability framework, a Committee is required.

The Committee's primary objective is to provide guidance to City Administration, including community perspectives and local knowledge into the development of the framework, and to present the framework for Council's approval.

Specific Committee activities include:

1. Champion the *Cultivating Our Future* project;
2. Provide input, strategic guidance and other perspectives into the public engagement work plan, as required;
3. Consider research, best practices, and findings related to other large-scale public engagement processes;
4. Participate in the public engagement process and activities;
5. Review community engagement results and provide strategic perspectives as required;
6. Serve as advocates for the framework amongst residents, businesses, and other stakeholders;
7. Provide the final draft framework, for presentation (through the City Manager) to Council in 2015.

The Committee shall report to Council on its activities, at a minimum, on a quarterly basis, within the City's regular quarterly reporting process.

The Committee will provide input and endorse the following deliverables:

- public engagement plan;
- summary of the public engagement report;
- draft community sustainability framework, including the long-term vision, values and key theme areas/dimensions of sustainability;
- present the draft framework to the community for feedback; and
- final community sustainability framework including the long-term vision, values and key theme areas/dimensions of sustainability

### **Term**

The term of the Committee shall be from April 2014 until March 2015 or until Council receives the completed draft framework.

### **Membership and Selection**

Membership shall include seven (7) members of Council and the public. Members shall not be remunerated for service on the Committee.

Two (2) Council members shall be selected by the City's Nominating Committee, consistent with the City's typical committee appointment process. The Mayor is automatically an ex officio member of the Committee unless the Council provides otherwise (Section 154 (2) of the *Municipal Government Act*).

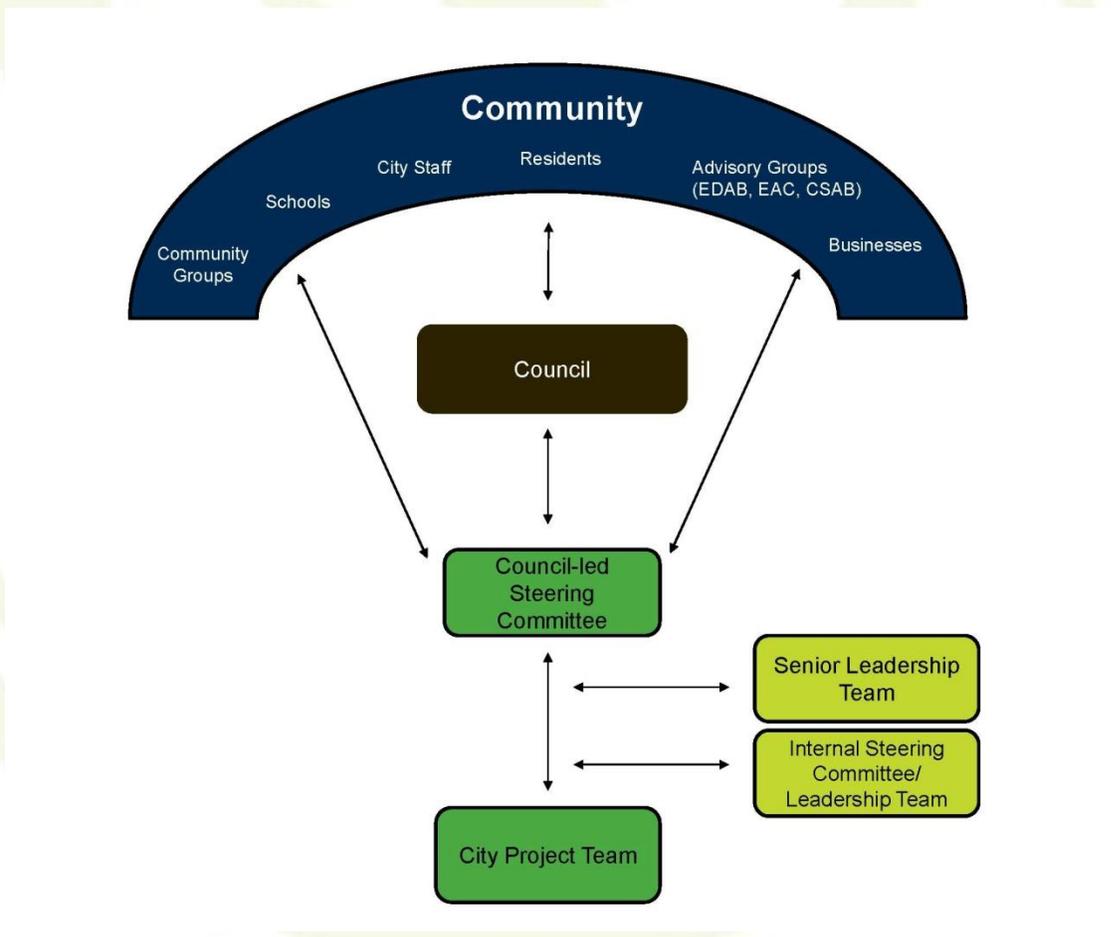
Backgrounder for News Release: Council Approves Terms of Reference for Community Sustainability Committee – February 21, 2014

Five (5) public members shall be selected through a competitive application process, in a manner consistent with the City’s regular committee selection process. Selection criteria shall include:

- ability to commit to meeting schedule and requirements of the committee (includes some evenings and weekends) (mandatory);
- experience and knowledge with a range of interest or expertise in key theme areas/dimensions such as environment, economics, social, cultural and governance (60%);
- academic and professional credentials (10%); and
- evidence of community leadership and experience working collaboratively and providing effective recommendations on a board or committee (30%)

The Co-chairs shall be chosen at the first meeting, and include one Council representative and one public representative.

The proposed governance structure of the Committee is as follows:



### **Member Roles and Responsibilities**

All members of the Committee are expected to:

- attend all scheduled meetings;
- participate in discussions and decisions, listen actively, share insights and experiences, communicate regularly through the process, and provide constructive input;
- maintain confidentiality and comply with the terms of any protection of privacy legislation that may be applicable to their activities, including the City of St. Albert's Personal Information and Collection, Use and Dissemination Policy; and
- declare where there is a real or potential conflict of interest.

The Co-Chairs shall confirm meeting agendas in consultation with the Committee Facilitator, preside over meetings, and sign the final report to Council on the Committee's behalf. The Co-Chairs shall be directly supported by the Committee Facilitator.

In the absence of one of the Co-Chairs, the other Co-Chair shall undertake the full duties of the Chair.

### **Committee Resources**

Member(s) of City Administration shall support the Committee, including the City Project Team, which includes the Sustainability Coordinator, Director of Strategic Services, Manager, Corporate Planning and a Communications representative.

The City Manager shall also name a Committee Facilitator, who serves as a subject matter expert supporting the Committee and responsible for executing many of the decisions and engagements discussed with the Committee. The Committee Facilitator will:

- arrange meeting venues and logistics;
- prepare and distribute agendas and other materials prior to meetings (in consultation with the Co-Chairs);
- support the Co-Chair and provide the Committee with information, research, note taking and other services as required; and
- support the City Manager as the primary liaison with the appropriate City Departments and the lead on many of the activities discussed by the Committee.

The Committee will be provided with additional administrative and technical support at the discretion of the City Manager.

While there is no specific budget allocated to this Committee, funding for the incidental items will be drawn from the Cultivating Our Future project budget.

### **Meeting Format, Voting, and Schedules**

Committee meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate.

Decision-making shall be consensus/majority driven and the Committee shall speak with one voice after a decision has been made. Votes shall be taken by show of hands. Quorum for the purpose of each meeting shall be four (4) members.

Committee meetings will commence in April 2014. Specific meeting schedules and times are at the Committee's discretion; however, it is anticipated that:

- one meeting per every (1) month, at minimum, with additional meetings at the Committee's discretion;
- generally, meetings will be scheduled on the first Wednesday of the month, from 5:30p.m. to 7:00p.m. (with a working dinner provided);
- attendance at other related events, such as scheduled community engagements, is encouraged but at the Committee's discretion; and
- in accordance with Section 197 of the *Municipal Government Act*, meetings shall be held in public with the exception of the reasons outlined in Division 2, Part 1 of the *Freedom of Information and Protection of Privacy Act* or section 198 of the *Municipal Government Act*.

Committee meetings will conclude in early 2015 with the completion of the framework, and submission to City Council for approval.