



# Whitby Sustainability Advisory Committee Terms of Reference

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<b>Number:</b>	ToR-AC-09
<b>Reference:</b>	Council Resolution #492-17, #23-23
<b>Date Approved:</b>	October 30, 2017
<b>Date Revised:</b>	January 9, 2023
<b>Approval:</b>	Council
<b>Point of Contact:</b>	Office of the Town Clerk (Secretariat Support) Energy & Sustainability Programs Coordinator and Climate Change Coordinator (Co-staff Liaisons)

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## 1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish a Whitby Sustainability Advisory Committee (WSAC).

## 2.0 Mandate and Responsibilities

The role of the Whitby Sustainability Advisory Committee is to promote sustainability, support environmental management and respond to climate change by:

- Providing advice, support and guidance to Council with respect to the Town's 2019 Declaration of Climate Change Emergency;
- Supporting education and awareness in the community; and,
- Assisting the Corporation and the community to identify, develop and implement plans, programs, policies, strategies and actions.

### 2.2 The Committee's mandate will be furthered through the following focus areas:

#### 2.2.1 Advice

Providing input and guidance for the preparation and prioritization of plans, programs, policies, strategies, actions, corporate operations and decision making including the reporting for the implementation of the Zero Carbon Whitby Plan.

#### 2.2.2 Education

Providing information and advice to support the understanding of sustainability, climate change and environmental management issues.

2.2.3 Awareness

Promoting awareness and stewardship regarding climate change and the built and natural environment through engagement, outreach and advocacy.

3.0 Lead Department

3.1 The Sustainability Division will be the lead for the Whitby Sustainability Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

4.0 Membership and Composition

The Whitby Sustainability Advisory Committee shall be comprised of up to twelve (12) and no less than five (5) citizen appointments, two (2) Whitby Youth Council Liaisons, and one (1) Member of Council. Six (6) of the 12 citizen appointments should consist of representatives from the following specified sectors/areas relating to sustainability, which Council shall strive to appoint:

- Arts / Culture / Environment / Social
- Business / Commerce / Industry / Technical

#	Number of Committee Members	Member Type
6	Citizen Appointments	Voting
3	Art / Culture / Environment / Social Representatives	Voting
3	Business / Commerce / Industry / Technical Representatives	Voting
2	Youth Council Liaisons	Non-voting
1	Member of Council	Non-voting

#	Contributing Stakeholders
1	Whitby Public Library Representative
1	Community Services Department Representative

## 5.0 Member Qualifications

### 5.1 Citizen Appointments

5.1.1 The following qualifications should be considered for appointing citizen members to the Whitby Sustainability Advisory Committee:

- a) Knowledge and/or interest in sustainability issues, topics and matters.

### 5.2 Arts / Culture / Environment / Social Representative Members

5.2.1 Members providing arts, culture, environment or social representation will be appointed with consideration for their skills, knowledge or experience in an area relevant to the mandate of the committee. Areas of relevance may include, but are not limited to:

- a) Arts
- b) Culture
- c) Heritage
- d) Health
- e) Natural Environment
- f) Education
- g) Social Development
- h) Community Development

### 5.3 Business / Commerce / Industry / Technical Representative Members

5.3.1 Members providing business, commerce, industry or technical representation will be appointed with consideration for their skills, knowledge or experience in an area relevant to the mandate of the committee. Areas of relevance may include, but are not limited to:

- a) Climate Change
- b) Sustainability
- c) Built Environment
- d) Sustainable Development
- e) Energy
- f) Waste
- g) Water
- h) Transportation
- i) Economic Development

### 5.4 Youth Council Liaisons

5.4.1 Student members appointed to the committee should have an

interest in matters relating to the environment, sustainability, climate change, and energy or similar. Appointees shall be the main point of contact between the Youth Council and the Whitby Sustainability Advisory Committee. Appointees should be prepared to share information about the Whitby Sustainability Advisory Committee with the Youth Council and vice versa.

6.0 Meeting Frequency and Schedule

6.1 The Whitby Sustainability Advisory Committee shall meet on the first Wednesday of each month.

6.2 The duration of the meeting shall be two (2) hours for each scheduled meeting date, from 7:00 p.m. to 9:00 p.m.

**This Terms of Reference is hereby approved by Council Resolution #23-23 on this 9<sup>th</sup> day of January, 2023.**