



Community Sustainable Living Advisory Committee

Terms of Reference

Adopted October 17th, 2017

1.0 Application

These terms of reference apply to the Community Sustainable Living Advisory Committee (CSLAC) established as per the direction of the RDCK Board, to consider items related to regional sustainability and provide recommendations on projects and initiatives to the RDCK Board under the Community Sustainable Living Service Establishment Bylaw No. 2135, 2010 ("the Service").

2.0 Role/Purpose of the CSLAC

The role of the CSLAC is to make recommendations to the Regional District of Central Kootenay (RDCK) Board of Directors on the coordination, research, analytical, development and management services related to the social, cultural and economic development of the RDCK as it relates to the CSLA Service 105. As well the CSLAC will advance objectives set out in the Integrated Community Sustainability Plan. The CSLAC will act in an advisory capacity only and the RDCK Board retains the authority to make final decisions.

3.0 Duration and Structure

The CSLAC shall be comprised of seven members who will serve for the duration of the elected term.

4.0 Principles and Objectives of the CSLAC

The objectives of the CSLAC are as follows:

- Discuss and review projects and initiatives that are socially, culturally, economically and environmentally sustainable as identified in the Service such as: food security and agriculture, climate change initiatives, region wide economic development initiatives, affordable housing strategies and other region-wide initiatives of sustainable community importance in the RDCK.
- Provide input that will result in sustainability initiatives that are supported by the Board and acceptable to the public.
- Make recommendations on sustainability projects, opportunities, service provision, and other related matters of the Service to the RDCK Board.
- Receive and relay feedback from the community.
- Initiate and participate in the review of Sustainable Central Kootenay Plan to develop strategies that are current.

Tasks of the CSLAC are as follows:

- Undertake related readings and review of information provided;
- Attend meetings as required;

- Provide input, feedback and recommendations, including identifying potential opportunities and strategies for consideration;

5.0 Representation to the CSLAC

5.1. Technical Representation to the CSLAC may include:

- Consultants and experts
- Staff from RDCK, member municipalities or regional districts

5.2 Community Delegation to the CSLAC may include:

The CSLAC may invite local stakeholder groups or community members, as needed, to input on specific topics and initiatives.

6.0 Voting

Voting is limited to elected official appointed to the CSLAC by the RDCK Board.

7. 0 Meetings of the CSLAC

7. 1 Scheduling

The committee will endeavour to hold meetings at least six times per year, with additional meetings to be summoned as required. The RDCK General Manager of Development Services, in consultation with the Chair of the Committee, will summon meetings.

The RDCK will advertise meeting dates through local media channels. These advertisements will explicitly invite attendance from stakeholders who are not members of the CSLAC.

7.2 Protocol and Procedures

- At the first meeting of each year, the CSLAC shall elect a Chair and if the Chair is absent for any meeting, the Committee will elect an acting Chair for the meeting.
- The Chair will generally conduct meetings in accordance with *Roberts Rules of Order*.
- Quorum will be deemed to have been achieved with the attendance of 60 percent of members or more (currently means 4 of 7 members).
- All CSLAC members are equal and will have equal opportunity to contribute to discussions at meetings.
- CSLAC members will respect the contributions of other members and make all efforts to understand alternative viewpoints.
- CSLAC members will endeavour to work collaboratively, and to engage in open, honest dialogue. CSLAC meetings will generally be open to the public. Non-members will be granted speaking privileges at the discretion of the Chair.
- The Chair may close meetings to the public as required to safeguard the confidentiality of sensitive information or issues in keeping with The Local Government Act
- RDCK staff will attend meetings to act as a resource to the CSLAC by providing administrative support for facilitation, meeting logistics, minute taking, and agenda preparation.
- Any CSLAC member perceived to be in a conflict of interest for an issue before the CSLAC shall excuse themselves from proceedings unless specifically requested to speak through a majority vote of the remaining CSLAC members.

- All proposed projects shall be referred to the CSLAC by the Board.
- Any new initiative must have majority vote (51%) from CSLAC to be recommended to the Board. The Board has the authority to approve all projects recommended by CSLAC.

7.3 Communication

Minutes of CSLAC meetings will be provided as an information item to the RDCK Board of Directors. Specific actionable recommendations arising out of the minutes, and approved by the Board, will be routed through RDCK staff to the appropriate organization or individual.

7.4 Leveraging funds

In order to support sustainability initiatives in the RDCK, the CSLAC/S105 Budget contains a line item '*Grants – specified*' (?). With direction from the Board, these funds are intended to be used to leverage or link additional funds from external agencies.