

ENVIRONMENTAL SUSTAINABILITY COMMITTEE

TERMS OF REFERENCE

1.0 Background

In 2007, following a council resolution, the City of Sault Ste. Marie (the City) Municipal Environmental Initiatives Committee (Green Committee) was formed to report on the Municipality's current environmental activities and the future plan to reduce carbon dioxide (CO₂) emission from Municipal operations. The Green Committee has been involved in many environmental initiatives, specifically relating to fleet management (e.g. Idle Free Sault Ste. Marie), waste management (e.g. recycling, waste diversion), municipal operations (e.g. energy efficiency retrofits) and public awareness (e.g. Yellow Fish Road).

In early 2019, the City of Sault Ste. Marie (the City) received funding from the Federation of Canadian Municipalities (FCM) under the Municipalities for Climate Innovation Program (MCIP) to increase capacity to reduce community greenhouse gas (GHG) emissions. This funding aligns with the community development pillar of Environmental Sustainability, which was identified as one of the four strategic priorities in the Community Adjustment Committee (CAC) report, *A Common Cause and New Direction for Sault Ste. Marie (Community Adjustment Committee. 2017)*. FutureSSM was tasked with implementing and building on recommendations in the CAC report, including creating a community GHG emissions inventory and reduction plan to help implement community climate change priorities.

In late 2019, the Green Committee Council members discussed a revision of the Terms of Reference and a transition of Green Committee funds to the Community Development Fund (CDF) to support the four pillars of the Community Development Strategy, which will include funding for community environmental and sustainability projects.

2.0 City of Sault Ste. Marie Environmental Sustainability Committee

2.1 An advisory committee to be known as the “**Environmental Sustainability Committee**” or ESC: hereafter referenced to as the “Committee” is established as a Municipal Committee in accordance with the Municipal Act, 2001.

2.2 The ESC is a Committee of Council and as such, is subject to the City of Sault Ste. Marie's procedure by-law.

3.0 Purpose

3.1 The Committee will use an inclusive community based approach to support projects that relate to environmental sustainability.

3.2 The Committee will also oversee the review and implementation of the Sault Ste. Marie GHG reduction plan to advance climate change action across the community. They will follow

the FCM 'Partners for Climate Protection' (PCP) Program five-milestone framework which includes:

1. Creating a baseline emissions inventory and forecast;
2. Setting emissions reduction targets;
3. Developing a local action plan;
4. Implementing the local action plan, and
5. Monitoring progress and reporting results.

4.0 Responsibilities

4.1 The Committee has been established to support collaboration and advance projects as they relate to the protection and enhancement of community environmental sustainability, specifically:

- I. Recommend project priorities and assist in the review and implementation of the community and corporate greenhouse gas (GHG) reduction plan, including reporting on progress annually;
- II. Report on the City's progress regarding energy management, GHG emissions reduction and environmental initiatives within municipal operations;
- III. Assist in formulating and recommending environmental and sustainability policies, plans and practices, and making recommendations for continuous improvement;
- IV. Review and recommend funding applications to the Community Development Fund for Environmental Sustainability projects;
- V. Support local initiatives that promote environmental sustainability and conservation of the local natural environment and ecosystems;
- VI. Develop a list of priorities which support environmental sustainability for Council consideration as part of the annual budget cycle;
- VII. Create and highlight opportunities for the general public to learn about and advocate for Climate Change mitigation in Sault Ste. Marie as well as encouraging activities and outreach in environmental matters, specifically educational programs.

5.0 Membership

5.1 The Committee will consist of a maximum of nine (9), members who will be appointed by Council Resolution, each of whom will be a person qualified to be elected or to hold office as a member of Council. City staff will serve as resources for the Committee.

- Up to one (1) member may be a Council member.

- Up to eight members from the community to provide diverse input and community involvement (e.g., First Nations, utility providers, business, health, science, non-profit and industrial sectors)

6.0 Governance

6.1 At its first meeting in each calendar year, a Chair and Vice-Chair will be selected by the Committee.

6.2 The Chair will preside over each meeting, ensuring the rules of procedure are followed in the City's Procedure By-law.

6.3 The Chair will assist the staff resource in identifying items for the meeting agenda and liaise with Committee members as required.

6.4 The Vice-Chair, in the absence of the Chair, will be responsible for convening and conducting meetings.

7.0 Term of Appointment

7.1 With the exception of appointments to the first Committee, the Council member(s) will have a term subject to the Municipal Procedure By-Law but in any event will not extend past the end of the term of office of the appointing Council.

7.2 For the purposes of continuity, the non-council members will have a term equal to the term of the appointing Council, unless the Committee rules otherwise on a case by case basis.

8.0 Meetings

8.1 Meetings will be held bi-monthly, or on an as-needed basis for the first year and then quarterly after that on a date and time agreed upon by the Committee.

8.2 The rules of procedures of the City of Sault Ste. Marie Procedure By-law will govern the meetings proceedings the Committee.

8.3 Meetings will take place at City Hall (99 Foster Drive), or remotely as required.

9.0 General Administration

10.1 Any responsibilities not clearly identified within these Terms of Reference will be the responsibility of the City of Sault Ste. Marie. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee will be recommended to Council via the appropriate staff person through a report to Council.

10.0 Open Meetings

10.1 All meetings of the Committee will be open to the public except where a meeting may be closed to the public by the Municipal Act; or applicable legislation.

10.2 A person may be expelled from a meeting for improper conduct at a meeting.

11.0 Minutes

11.1 A staff resource from the City will provide minute taking for the Committee.

11.2 The Committee will keep minutes of its meetings. The minutes will be posted on the municipal website where every member of the Committee, Public and Council may have access

11.3 Minutes of open meetings of the Committee are public documents. The Committee will report annually via progress updates to City Council.

12.0 Quorum

12.1 A majority of members of the Committee constitutes quorum.

13.0 Voting

As stated in the procedure by-law.