

SUSTAINABILITY STRATEGY ADVISORY COMMITTEE 2011

TERMS OF REFERENCE

Mandate

The Highlands Sustainability Strategy Advisory Committee (SSAC) is the community advisory committee for both the ICSP and OCP components of the Sustainability Strategy project, and its members represent the community's interest in the project. The SSAC will provide input to the Whistler Centre for Sustainability (consulting team) and the District on public engagement opportunities, assist in the development of the community's vision (including descriptions of success), provide input on current reality and indicators, develop recommended actions, provide insight on identified OCP issues and feedback on recommended OCP direction. Individual organizations represented on the SSAC will also be essential partners and work with the District to lead on implementing actions that will move the community towards its vision of success and sustainability.

Membership

1. The SSAC will be comprised of no more than fifteen (15) members in total in order to maintain effective meetings and meaningful engagement.
2. In order to ensure effective representation from across the community, the SSAC shall be comprised of members from:
 - a. Council Liaison;
 - b. Staff Liaisons;
 - c. Community Business Leaders;
 - d. Community Associations (if applicable);
 - e. Social Services, including education, health, and culture;
 - f. Environmental Organizations;
 - g. Representatives of standing municipal committees; and
 - h. At-large Members.

Terms

1. The SSAC shall act as an advisory body to inform and provide input to staff and the Sustainability Strategy consulting team for consideration.
2. The District hereby delegates the following duties to the SSAC:
 - a. Review and provide input to the public engagement process and communications opportunities;
 - b. Participate in facilitator training and facilitate public events as needed;
 - c. Provide input to refine descriptions of success statements and OCP issues;
 - d. Provide input to the consulting team on current reality description and community indicators as well as potential OCP directions;
 - e. Participate in action planning meeting;
 - f. Review and provide input on draft ICSP and OCP documents; and
 - g. Accept actions for implementation.

3. SSAC members should attend all meetings. In the event that a member cannot attend, it is the responsibility of the member to advise the Centre or municipal project supervisor and, if the member is representing an organization, to appoint and brief a suitable alternate member. Repeated absence from SSAC meetings without notification may be cause to replace the SSAC member.
4. All members of the SSAC shall serve without remuneration.

Procedures

1. The SSAC will be facilitated by the consulting team lead or municipal project supervisor (or an appropriate delegate).
2. It is proposed that the SSAC will meet for the following:
 - a. ICSP Process:
 - i. An initial meeting (60-90 minutes, web meeting)
 - ii. Sustainability Fair preparation/facilitation training (60 minutes, in person)
 - iii. Review criteria for refining/finalizing actions (60 minutes, web meeting)
 - iv. Confirm final actions (60 minutes, web meeting)
 - v. Review meeting for the draft ICSP (60-90 minutes, web meeting)
 - vi. Ongoing e-mail communication.
 - b. OCP Process:
 - i. OCP issues meeting (2-3 hours, in person)
 - ii. Review meeting for draft OCP components (60-90 minutes, web meeting)
 - iii. OCP Open House preparation (60 minutes, in person)
 - iv. Ongoing e-mail communication.
3. The SSAC will also provide input as required by email to the consulting team and/or municipal staff.
4. Meeting Quorum
 - a. A quorum will be the majority (50%+1 members) of the SSAC.
 - b. Recommendations and decisions of the SSAC shall be made by a majority of members in attendance at a meeting, provided quorum is present at that meeting.
5. The SSAC will operate primarily on a consensus basis. In the exceptional case where consensus cannot be reached, the rules or procedures outlined in Roberts' Rules of Order will apply.
6. The Chair may call an extra meeting of the SSAC if required during the Sustainability Strategy process and upon giving at least seven (7) days notice to each member.
7. Confidentiality: To ensure a safe environment for dialogue, members should convey the ideas and experiences of the meeting to others outside the group only in a very general manner and without attributing specific ideas or statements to any identifiable individual. However, as one of the roles of SSAC members is to represent her/his

membership/constituency, it is expected that each SSAC member will share information from the process as necessary in order to solicit input that can be used to inform the process.