



Community Sustainable Living Advisory Committee

Terms of Reference

Revised December 8, 2020

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 support the climate action imperative set by the Board in April 2019:

WHEREAS

1. Climate change is recognized to be an urgent reality requiring rapid decarbonisation of energy across all sectors;
2. Climate change is recognized to be an urgent reality where risks are compounded by increased climate change weather related events (more precipitation in the winter, dryer hotter summers) and increased levels of uncertainty. Preparing for increased resilience and adaptability is critical;

THEREFORE BE IT RESOLVED

That the Regional District of Central Kootenay Board recognizes that the world is in a global state of climate crisis. This reality creates an imperative for ALL ORDERS OF GOVERNMENT to undertake “rapid and far reaching” changes to building construction, energy systems, land use and transportation.

And advance the objectives of the Climate Action Strategy defined in response that builds on the Integrated Community Sustainability Plan and the Strategic Community Energy Emissions 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 all participants of the Community Sustainable Living Advisory (CSLA) Service 105 to the Committee.

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 Climate Action Strategy and State of Climate Action annual reporting 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 provide input on specific topics and initiatives.

6.0 Voting

Voting is limited to all members of the CSLA Service 105.

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 and Community Sustainability 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

- 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.
- 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.
- 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*'. With direction from the Board, these funds are intended to be used to leverage or link additional funds from external agencies.