

Federal Sustainable Development Strategy Consultation Response Committee

Terms of Reference

AUTHORITY

Priority Committees

The Federal Sustainable Development Strategy Consultation Response Committee (FSDS) is a Priority Committee of the Canadian Institute of Planners. As such, it is mandated by the CIP Board of Directors and accountable to the Chief Executive Officer (CEO).

MANDATE

The mandate of the CIP Sustainable Development Consultation Committee (SDCC) is to support the development of CIP's comprehensive and representative response to the federal government on its consultation on the draft Sustainable Development Strategy 2019-2022.

Priority Committees should communicate any concerns they have regarding their mandate to the CEO or Director of Policy and Public Affairs, within six weeks of issuance. At their discretion, the CEO may refer the issues to the Board of Directors.

The Board may from time to time assign any committee with additional, specific undertakings.

STAFF LIASIONS

Harry Burchill MSc, MRTPI, CIP's Director of Policy and Public Affairs will serve as the Chair of the Committee.

Daniel Potter, CIP's Coordinator of Partnerships & Outreach, will serve as the Staff Liaison.

Staff Liaisons are expected to provide: day-to-day administrative support (e.g. meeting scheduling and coordination, preparation of documents, guidance on process, etc.)

TERMS

Unless otherwise specified, the committee membership term for all Priority committee members shall be until 2 April 2019.

MEETINGS

The Committee shall meet at least twice. A meeting can mean an email where specific decisions are

agreed upon, a teleconference, or an in-person meeting (where budgets allow). Additional meetings may be scheduled as required.

Each meeting shall have an agenda, prepared by CIP staff and distributed three days in advance of the meeting.

Each meeting will include a review and declaration of any real or perceived conflicts of interest.

A record of actions and decisions will be recorded by the Staff Liaison. This information will be maintained in the committee's Basecamp folder.

GUESTS, ADVISORS, AND OBSERVERS

Committees may invite guests, advisors, and observers to their committees, who participate at the discretion of the committee.

QUORUM

Attendance by 60% of the membership of the committee shall constitute a quorum for the transaction of business at all meetings of the committee.

Staff do not count towards quorum.

VOTING

When voting is required, each voting committee member shall have one vote and all questions shall be decided by a simple majority of votes cast.

LEVEL OF COMMITMENT

Each committee member is required to:

- Read and familiarize themselves with the [draft Federal Sustainable Development Strategy Consultation](#)
- Prepare for and attend meetings
- To advise the Chair(s) if they are unable to attend
- Report to the Chair(s)
- Follow-up on assigned items within deadlines
- Where appropriate and desirable, lead a working group or subcommittee
- Use the CIP intranet (Basecamp) to collaborate on committee-related initiatives
- Participate in training for use of technology when applicable (web conferencing, Basecamp, etc.)

FINANCIAL AND HUMAN RESOURCES

Priority Committees: will receive an operational budget to cover the cost of conference calls and one in-person meeting (if necessary). Further, a Staff Liaison will be assigned by the CEO. Members of the Priority Committee are responsible for identifying to the CEO any additional budget or human



resource requirements they feel are needed to achieve their mandate.

REPORTING

Priority Committees: at minimum, will provide a draft response to the consultation to the Board of Directors. It will provide a status report to the Director of Policy and Public Affairs to include in the Board meeting package using the [Priority Committee Report](#) template that summarizes activities, action items, and issues related to the committee's mandate. Recommendations for significant changes in direction or policy will require Board approval prior to implementation.

These documents will be kept in the committee Basecamp folder.