

**Terms of Reference  
Sustainability Subcommittee  
Woodpark Community Association**

**Purpose:**

Consistent with the Woodpark Community Association Bylaws – Article 3 - <sup>1</sup> the purposes of the **Sustainability Subcommittee** are to:

- 1) Undertake initiatives and projects to advance sustainability in Woodpark, helping to reverse and adapt to climate change, maintain or restore natural environments in our community, reduce waste and address other environmental concerns;
- 2) Engage with all levels of government (municipal, provincial and federal) to influence policies, budgets and programs affecting the sustainability of our community;
- 3) Seek partnerships with other community associations, non for profit organizations and/or local businesses to share knowledge and advance common goals/interests;
- 4) Consult with and/or communicate with the community on sustainability initiatives or issues being considered by the subcommittee either directly or in cooperation with the Outreach and Events Subcommittee and/or the Internal Services Subcommittee.

**Membership**

The subcommittee consists of a subset of the Board of Directors of the Woodpark Community Association as well as any volunteers from the Woodpark Community.

The Chair or Co-chairs of the subcommittee will be selected by the Subcommittee members and/or the Board of Directors.

Individual members or groups of members may take on specific projects and will keep the subcommittee informed of progress or developments related to those projects either through verbal updates at meetings, email, or other mechanisms.

The subcommittee will liaise with the other subcommittees of the Board of Directors as appropriate.

**Meeting frequency**

The subcommittee will meet on an “as needed basis”, approximately once every two months. Some of the business of the subcommittee may be actioned by email without the need for discussion at a meeting.

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<sup>1</sup> The Woodpark Community Association Bylaws – Article 3 - Purposes (Oct 2015) are as follows a) To develop and foster Community spirit; b) To protect and enhance the quality of life throughout the Community in terms of built and non-built environments; c) To promote organized education, civic, emergency, environmental, and other community endeavours; d) To keep residents of the Community informed of all actions or proposed actions which could affect the Community; e) To co-operate for mutual benefit with other organizations having similar objectives; f) To pursue such other complementary purposes not inconsistent with the above.

**Record of Key Decisions**

A list of key decisions/action items will be prepared by the Chair of the Subcommittee at the conclusion of each meeting and forwarded to the Woodpark Community Association Board of Directors.

Approved by Board April 13, 2022 (SMH)