

January 3, 2012

Terms of Reference - Imagine Invermere ICSP

**Proposed Terms of Reference  
ICSP Implementation Committee – District of Invermere**

**Background**

The Integrated Community Sustainability Plan (ICSP) Implementation Committee is a committee of the District of Invermere. It is responsible for overseeing the ongoing implementation of Imagine Invermere, the Integrated Community Sustainability Plan (ICSP) for the District of Invermere. It has the authority to make recommendations to Council and will carry out duties assigned to it by Council. It does not have the authority to direct the allocation of public funds or the activities of District Staff.

**Specific Duties**

The Imagine Invermere ICSP Implementation Committee is responsible for the following:

1. Recruiting community partners for Imagine Invermere and for meeting with existing partners to communicate success stories and to look for ways to move Invermere closer to its vision of sustainability;
2. Reviewing the action inventory priority list (a component of Imagine Invermere ICSP) and making recommendations for action implementation.
3. Organizing local activities and actions that promote sustainability and or move Invermere closer to its vision of sustainability contained within the ICSP.
4. Liaising with residents who wish to discuss Imagine Invermere and its constituent parts including its sustainability objectives, community priorities, strategy areas and associated descriptions of success statements, action inventory implementation and monitoring.
5. Planning the monitoring and annual report on Imagine Invermere.
6. Considering sustainability issues or concerns referred to it by Council.

## **Meetings and Membership**

The following applies to meetings and membership

1. The ICSP Implementation Committee will meet a minimum of three times per year, with no meetings in July or August except by special arrangement
2. The Implementation Committee will have up to 7 members including up to two members of Council. It will have one committee chair. All members will have a vote.
3. Quorum is outlined in Districts procedural bylaw and is 50% of members within 15 minutes of the start of the meeting.
4. When committee members resign, the Chair will notify the CAO and Council. If required, the District of Invermere will actively seek committee members in advertisements and other public notices as prescribed by procedural bylaw and other relevant bylaws.

## **Procedural Bylaw**

The committee will operate under the District of Invermere procedural Bylaw except where that bylaw is in conflict with the ICSP implementation Committee terms of reference in which case the terms of reference shall prevail.