

MUNICIPALITY OF HURON SHORES ENVIRONMENTAL ADVISORY COMMITTEE

Terms of Reference

1. AUTHORITY

The Huron Shores Environmental Advisory Committee is a Committee of Council and shall regulate its proceedings under the Municipal Procedural By-law.

2. PURPOSE

The Environmental Advisory Committee, a Committee of Council, will make recommendations to Council on matters that will foster and enhance environmental sustainability in the community.

These matters will include a variety of environmental topics such as agricultural and land stewardship; sustainable practices that support recreation, tourism and resource-based activities; protection of waterbodies; pertinent municipal infrastructure updates as it relates to environmental initiatives, any other relevant environmental and sustainable practices that support the municipality.

The Committee will also liaise with local community groups where it is required or helpful to support the Committee goals and work to ensure that the municipality is represented throughout any public consultation.

3. MEMBERSHIP

The Environmental Committee shall be comprised of:

- Three members of Council
- 4 members of the public
- Staff Resources:
 - o Deputy Clerk, Resource and Recording Secretary
 - o Superintendent of Public Works, Resource

The Mayor is an ex-officio member of the Committee.

All members of the public shall be recommended by the Committee and appointed by Council.

4. TERM

The Committee members shall be appointed for the term of Council and as determined by Council. Unless otherwise decided by the Committee, the Chairperson shall rotate yearly with each member serving one year.

5. DUTIES AND FUNCTIONS

The main duties and functions of the Committee are including but not restricted to the following:

- Be the “eyes and ears” of environment sustainability topics within the municipality
- Foster sustainability in a variety of forms
- Advise during the development of environmental strategies
- Advise on the development of action plans and budgets
- Act as ambassadors/champions for new initiatives
- Identify emerging conditions that may require change in development and planning
- Recommend changes to the municipality’s policies and procedures to advance the environmental climate
- Investigate and research new policy matters and specific studies, reports or publications
- Assist in issue resolution impacting environmental concerns that can include climate change
- Identify funding sources
- Advocate for innovation

6. TASK GROUPS

On occasion, the Committee may want to tackle specific issues relating to the environmental sustainability of the Municipality and local initiatives. The Committee may strike “Task Groups” around specific projects when required. A Task Group shall be more implementation oriented, have a defined expiry date and can include interested members of the Committee as well as other interested members of the public or specific organizations who need to be involved.

CODE OF CONDUCT

Abiding by the Municipal Procedural By-law and including the following:

- Work together to develop a common approach that is reasonable and practical
- Be prepared for the meeting by reading the meeting package contents ahead of time and be prepared to discuss agenda items
- Be courteous and respect other people’s opinions
- Keep discussions to the topic being dealt with at the time

- Make sure that information and facts are correct and are submitted objectively in order to assist in good decision making

7. MEETING TIMES AND LOCATIONS

Meetings will be held on the second Tuesday of every month at 2pm in Council Chambers or by Zoom or as otherwise called by the Chair.

8. QUORUM

A quorum shall consist of a majority of members of the committee. If no quorum is present 15 minutes after the time appointed for the committee meeting, the recording secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.

9. MEETING ATTENDANCE

Any member of the Committee, who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and replaced. The Committee must make recommendations, by a report to Council for the removal of any member.

10. STAFF SUPPORT

The Deputy Clerk, or designate, will attend all meetings, act as a staff resource, and provide the Committee with technical assistance, but will not constitute a voting member.

Public Works Superintendent will attend if required as a staff resource for specific agenda items; but will not constitute a voting member.

11. REPORTS

Minutes of all meetings of the Committee shall be placed on a Council agenda to be received for information. Committee recommendations to Council shall be put forward in a written report to Council from the Committee.

12. AMENDMENTS

These Terms of Reference may be amended by a majority vote of the Committee. The proposed amendment will be circulated with the Committee agenda in advance of a regularly scheduled meeting to provide all members the opportunity to consider the proposed amendment.