

Environment, Climate Change and Biodiversity Advisory Committee- Terms of Reference

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Environment, Climate Change and Biodiversity Advisory Committee- Terms of Reference

Preamble

The Committee will assist, educate, and engage the community to advance environmentally friendly goals. The Committee will advise City Council on environmental planning policy and sustainability matters to promote the protection, enhancement, and management of the City's natural and built environment.

Mandate

To advise Council on environmental, energy conservation, green energy solutions, environmental sustainability and environmental regulations that affect the City of Thorold and those matters referred to the committee by Council. To promote the integration of environmental and energy conservation considerations into the planning and development of City projects and programs.

Goals and Purpose

The Environmental Advisory Committee's purpose is to:

- Advise Council on environmental and energy conservation protection issues that affect the City of Thorold and those matters referred to the committee by Council
- To promote the integration of environmental and energy conservation considerations into the planning and development of City projects and programs.
- Reviewing and distributing communication materials to educate residents, businesses, institutions, and community groups on environment sustainability.
- Coordinate with experts and representatives of the public to collaborate, on a volunteer basis, on initiatives designed to advance environmental aspects of Council's strategic priorities such as the following:
 - Mitigate the effects of climate change;
 - Encourage water and energy conservation measures;
 - Foster waste reduction, reuse and recycling programs;
 - Encourage conservation or restoration of natural features and habitats which support the community's unique ecology and character and environmental assets;
 - Identify new business/employment/housing opportunities that climate change mitigation may offer.

Reporting Structure

The Environmental Advisory Committee will report directly to City Council.

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Composition

The Committee shall consist of the following members:

- Minimum two (2) Councillors
- One (1) technical representative from the Niagara Peninsula Conservation Authority
- Six (6) public representatives appointed by Council for the term of Council or until reappointed, all of whom should have demonstrated competencies, history or interest in matters pertaining to the environment. No more than one person from any organized environmental group will be appointed.

The City's Senior Planner will support the committee as that City of Thorold's staff liaison.

Term

Committee appointments shall be held for the term of Council. The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Act as the Presiding Officer for all meetings.
- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Serve as spokesperson for the Committee/Board.
- Recognize all speakers.
- Be an active and voting member of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Provide annual reports to Council.
- "In Camera" items dealing with enforcement, legal, property or financial matters shall be at the call of the Chair, in consultation with the City Clerk.
- The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

Terms of Reference: ECCBAC
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- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff

Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The City's Clerks department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for taking and distributing meeting minutes.

Meetings

Regular meetings shall be held every month. The date and time of meetings will be determined at the first meeting of each term. Special meetings will be at the call of the Chair.

Meetings shall be held at the City of Thorold Municipal Office. As required, the Committee may identify other meeting locations from time to time.

Meetings of the Committee are open to the public, members of the public are invited to address the Committee on specific matters at the beginning of each meeting. Presentations to the committee shall not exceed ten minutes for any individual or group.

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The mover of a motion speaks to the motion and is the last person to speak. All other members speak once for up to five minutes, and are permitted to reply to comments made by other members.

Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Environmental Advisory Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Glossary of Terms

n/a