

Terms of Reference

Name: Central Elgin Environmental Committee (CEEC)

Date Established by Council: November 2019

Mission

The Central Elgin Environmental Committee (CEEC) is established to research and promote environmental concerns and solutions to subsequently set environmental goals and advise Council in implementing those goals as policies of the Municipality of Central Elgin.

The Mission for this Committee includes:

- The reduction of the Municipality's carbon footprint
- Consideration of improved energy efficiency options in all projects
- The reduction in the amount of waste and its impact on the environment
- The protection, preservation, conservation, and enhancement of natural systems
- Consideration of existing or proposed bylaws and policies related to the protection and enhancement of the environment
- Any other matters referred by Council
- Other areas identified by the Committee for approval by Council

The Mission will be achieved by this Committee through:

- Public education initiatives
- Environmental projects
- Monitoring outcomes
- Involvement with local businesses

Roles and Responsibilities

It is the role and responsibility of all appointed members to comply with the:

- Municipality's Code of Conduct
- Municipality's Accountability and Transparency Policy
- Municipality's Procedural By-law
- Other applicable Municipal by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act
- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations on behalf of the Municipality to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Recording Secretary and absent him/herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The CEEC will abide by any terms and conditions which may be set out by the Municipality's Council, CAO, Clerk, Solicitor, Auditor and/or Insurer for any activities relating to Committee business.

The CEEC will seek public input on environmental issues referred from Council and/or staff as needed.

Activities:

The following are the activities and responsibilities of the CEEC:

- (a) To make recommendations to Council on various issues related to the Committee's mission
- (b) To advise and make recommendations to Council on strategy, policies and environmental procedures
- (c) To develop and recommend to Council the promotion of public education programs on local related issues
- (d) To review other governmental reports/programs and advise/make recommendations to Council of any impacts of those reports on the Municipality and any action that should be considered by Council
- (e) To prepare, by November 1st of each year, a projected budget and work program for the succeeding year, for presentation to, and adoption by, Council during the budget presentation process
- (f) Other initiatives as recommended and approved by Council

Composition:

The CEEC shall be comprised of a maximum of twelve (12) members consisting of three (3) volunteer members of the public, six (6) members from Staff, two (2) representatives from each conservation authority, and two (2) Council representatives. CEEC members will be appointed by Council in accordance with established policy. The CEEC shall at its first meeting in each term, elect from its membership, a Chair, a Vice-Chair and a Recording Secretary.

No attendance at conferences or workshops shall be allowed by a CEEC member unless clearly identified in the work plan/budget and approved by Council. Membership is open to all residents of the Municipality of Central Elgin.

Members shall be chosen for their special expertise, experience, dedication and commitment to the mission of the Committee.

Role of Chair:

The role of the Chair is to:

- Ensure that the agenda is prepared and circulated prior to the meeting
- Preside at the meetings of the CEEC using the Municipality's Procedural By-Law
- Provide leadership to the CEEC to encourage that its activities remain focused on its mission as advisors of Council
- Start the meetings on time
- Keep discussion on topic
- Recognize each Member's contribution to the Committee's work
- Assign the floor to whomever wishes to speak in an appropriate manner
- Ensure that each side of an issue is fully and fairly stated
- Interrupt a Committee member who is speaking out of order or inappropriately
- Make frequent verbal summaries of the conclusions reached
- Restate all motions, amendments and the outcome of the voting
- Name the movers and seconders of motions
- Liaise with the Municipality's Chief Administrative Officer, on a regular basis
- Make deputations, presentations, etc. before Council

In the absence of the Chair, the Vice-Chair will chair the meetings and act for the Chair as necessary

Role of Recording Secretary

The role of the Recording Secretary is to:

- Consult with the Chair in the preparation of the Agenda for the next meeting
- Send out the Agenda, previous Minutes and background material prior to the meeting
- Summarize the discussion at the meeting for inclusion in the Minutes

- Record the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the minutes
- Forward the approved minutes to the deputy clerk for distribution to Council and for posting to the Municipality's web site
- Follow up with staff on action required following the CEEC meeting

Role of Committee Members

The role of Committee members is to:

- Work collaboratively with Municipal Staff to develop a Work Plan and prepare regular progress reports. The Work Plan will ensure workload is manageable and appropriately shared between CEEC members and staff
- Assist in presenting regular progress reports to Council on behalf of the CEEC and appropriately sharing between CEEC members and staff
- Ensure that the mission of the CEEC is being fulfilled
- Engage the community in environmental action and be a community role model by participating in outreach opportunities that increase community knowledge/education
- Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc. that support the environmental direction outlined in the CEEC Work Plan
- Help build community partnership opportunities and leverage community networks to increase local environmental action
- Provide the Chair with agenda items
- Advise on any controversial or significant environmental issues

Term of Appointment

Unless exempted by legislation, CEEC members shall be appointed for the term of Council and shall continue to serve beyond the termination of their appointments until the appointments of their successors have been confirmed by Council following an election. Members may be reappointed at the discretion of Council.

Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

Timing of Meetings

Meetings will be held on a set day and time as may be determined by the CEEC or at the call of the Chair.

Meetings

The CEEC shall hold a minimum of four (4) meetings in each calendar year. The Chair shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the CEEC a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the CEEC. No meeting shall proceed without quorum.

The CEEC shall hold a minimum of two (2) formal business meetings in each calendar year to discuss the budget/work plan and the annual report. Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose the pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Procedures

Procedures for the meetings of the CEEC shall be governed by Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

Decisions of the CEEC are advisory and are not binding on the Municipality. Comments or decisions of the CEEC must be in a form of a recommendation, and will be referred to Council for consideration after the respective CEEC minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time to the Chair.

Closed Meetings

The Committee may, upon affirmative vote of the majority of its members present at a meeting, determine to hold any meeting or part of a meeting as a closed session in order to discuss sensitive personal issues or legal matters. If the Committee elects to hold a closed session, all persons not entitled to vote (with the exception of the staff liaison and visiting members of Council, if any, and all persons excepted by the members) shall vacate the premises where the meeting is taking place. Closed meetings can only be held in accordance with Section 239 of the Municipal Act. Prior to the commencement of a closed session, a resolution shall be passed stating the general nature of the matter to be discussed and what section of the Municipal Act applies. The Committee shall maintain a record of the meeting which will be stored in the lead department.

Agendas and Minutes

A copy of the Agenda shall be provided to the Recording Secretary at the same time it is provided to CEEC Members. The Secretary will distribute the agenda to the Deputy Clerk as per established policy and have it posted on the website. At the first meeting of each year, an Orientation Session shall be held for new members if applicable.

Minutes of all meetings of the Committee shall be forwarded to the Deputy Clerk once approved by the Committee at the following meeting. Action items requested of staff and/or Council will be brought to the attention of the CAO at that time. The Deputy Clerk will electronically circulate the formal business meeting minutes to all members of Council for their information.

Reports

Two written reports are required per year from the Committee, being the work plan/budget and the annual report. If there are recommendations of the CEEC that fall outside of these two reports, they are to be forwarded to Council in a formal written report. It will be the responsibility of the Committee to identify those recommendations to the CAO for final preparation of the report.

Location of Meetings

The location of the meetings will be set by the Chair.

Purchasing Policy

This Committee has no purchasing or procurement responsibilities.

Insurance

The Municipality of Central Elgin's General Liability Policy and Errors and Omissions Liability Policy will extend to the CEEC and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Municipality of Central Elgin and Council. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the Municipality of Central Elgin and Council. Members must adhere to the policies and procedures of the Municipality of Central Elgin and Council, including the Terms of Reference.

The Committee must provide an annual updated listing of all members, including member positions, to the CAO to ensure the applicable insurance coverage remains in force.

CEEC volunteer members are not entitled to any benefits normally provided by the Municipality of Central Elgin, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

Member Status

The Committee may recommend to Council the expulsion of a member or Council may remove a member for reasons as listed, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, the Municipal Conflict of Interest Act. Disrupting the work of the Committee or other legal issues.

Resignations from the CEEC must be in writing.

Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Municipality of Central Elgin. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the CAO through a report to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the CEEC may be dissolved by resolution of Council.