

Terms of Reference

Township of Galway-Cavendish & Harvey

Environmental Advisory Committee (EAC)

Mission

To advise Council and educate the public on issues that impact on the environment of the Township of Galway-Cavendish & Harvey.

Activities and Responsibilities

1. To participate, if requested, in the preparation and updating of policies on environmental and related issues in the Township of Galway-Cavendish & Harvey Official Plan.
2. To advise Council on strategy, policies and procedures to achieve Council's environmental goals.
3. To develop and promote public education programs on environmental issues.
4. To comment as part of public reviews on watershed and sub-watershed planning exercises and to advise Council as required.
5. To review, as requested, other governmental environmental reports and programs, and advise Council of any impacts of those reports on the Township.
6. To participate in the creation of and maintenance of a natural areas inventory and other environmental research which will increase and improve the information base available to the Township.

Composition

The EAC shall consist of one (1) member of Council, five (5) members of the public who meet the qualifications for membership and are appointed by the Council, and one (1) member appointed by the Kawartha Region Conservation Authority.

The Council member on the EAC shall be a voting member and will be considered part of the quorum.

All members are regarded as private citizens and do not represent any agency or firm in their capacity as an EAC member.

Council will select members on the basis of their demonstrated interest and participation in environmental community matters and/or the academic qualifications they possess in disciplines that will assist in carrying out the Committee's mandate, including, but not limited to: agriculture, biology, botany, ecology, engineering, environmental planning, forestry, geology, hydrogeology, hydrology, landscape architecture, limnology and resource management.

The Committee shall appoint such executive positions as it deems necessary to ensure its operations but shall include as a minimum, a Chair, a Vice-Chair and Secretary. The Council appointee cannot hold an executive position on the Committee. There is no compensation for any Committee positions but expenses may be eligible for reimbursement.

Terms of Appointment

Members of the EAC who are not members of Council shall hold office for the term of Council. Members shall continue to serve beyond the termination of their appointments until the appointments of their successors have been confirmed by Council. All members of EAC are eligible for reappointment.

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

The Committee may recommend to Council the expulsion of 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, or disrupting the work of the Committee or other legal issues.

Resources

The Building and Planning Department will provide support to the Committee in the form of advice, liaison between the Township and EAC, suggestions, and information/legislative updates. The Department will provide assistance to the degree resources are available.

The staff in the Building and Planning Department is to be the Committee liaison(s).

It should be recognized that staff have other responsibilities for which they are employed. Before requesting information, the Committee should determine in consultation with staff if there are sufficient staff resources to undertake the work. Committee members shall not contact staff in other departments for records, information, or data. It should be recognized that certain records and information that the Township must keep confidential because of the Municipal Freedom of Information and Protection of Privacy Act and will not be available to Committee members.

Meetings

Meetings will be held quarterly or at the call of the Chair. The Chair shall cause notice of the meetings, including the agenda for meetings, to be provided to members of the Committee 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 Committee.

Meetings of the Committee shall be governed by Robert's Rules of Order, the Procedural By-law and applicable legislation. Members shall abide by the rules outlined within the municipal Conflict of Interest Act and shall disclose pecuniary interest and absent himself/herself from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

Closed meetings can only be held in accordance with Section 239 of the Municipal Act.

Minutes

Minutes of all meetings shall be forwarded to the Building and Planning Department and Council for information.

Administration

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Township of Galway-Cavendish & Harvey. Council may, at its discretion, change the Terms of Reference at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council through the Building and Planning Department by report.

Budget

The EAC is not responsible for a budget and all requests for funding must be made through the Building and Planning Department and/or Council.

Dissolution

At the discretion of Council the Committee may be dissolved by resolution of Council.