



TOWN OF GODERICH ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

Established by Council:	December 16, 2024
Regular Review Timeframe:	Once every 2 years by the Director of Legislative Services/Clerk
Date Committee Ends:	December 2026

1. **REPORTING STRUCTURE**

While it is the legislative mandate of Goderich Town Council to make the final decision on all matters that affect the municipality, the role of the Environment Committee (EC) is to provide recommendations, advice, and information to Council on those specialized matters which relate to the mandate of the EC.

2. **MANDATE**

The EC's mandate is to:

- a) To make recommendations to Council on various issues related to the Committee's objectives.
- b) To serve as an advisory, resource and information support group to the citizens of Goderich and Council.
- c) To encourage and promote sustainable and achievable environmental programs.
- d) Discuss new or changing environmental legislation or regulations.
- e) To encourage civic pride and enhance the environmental sustainability, appearance and visual appeal of neighbourhoods, parks, open spaces, and streets.
- f) To work closely with Town staff, Goderich BIA, groups, and organizations that support community beautification and environmental initiatives.
- g) To support fundraising, community sponsorship, and volunteer recruitment to assist in the operation of the annual Communities in Bloom program.

3. **OBJECTIVES**

The objective of the EC is to prepare a term of office Work Plan that identifies priority environmental issues and actions, in consultation with Town staff, and subsequently approved by Council. At the beginning of each year, the EC will update the Work Plan and present an annual progress report to Council.

The Work Plan will include:

- Explore cost effective, practical education and public engagement opportunities to reduce organic materials ending up in landfill sites.
- Establish an education/incentive program to increase the number of native trees planted on private property and establish targets for transitioning Town gardens to native species and pollinator gardens.
- Engage external expertise to work with Council and staff to complete a coastal environment plan.
- Continue with the five-step Partners for Climate Protection Milestone Framework by meeting the standards set by the Federation of Canadian Municipalities and Local Governments for Sustainability (ICLEI).
- Support active transportation community groups through the grants for groups funding initiative.

The EC's Work Plan shall be accomplished within its allocated annual budget.

The Work Plan status will be a standing EC Agenda item.

The EC will prepare, by October 15 of each year, a projected budget based on their Work Plan for the succeeding year to the Director of Corporate Services/Treasurer.

4. **TERM OF APPOINTMENT**

The Term of Office for the EC members shall run concurrent with the term of Council.

A member may resign from the Committee at any time by advising of their intention in writing to the Chair of the Committee, and to the Director of Legislative Services/Clerk.

5. **QUALIFICATION**

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

6. **COMPOSITION OF MEMBERS**

The EC shall be composed of two (2) member of Council, five (5) Council appointed citizen members, from a range of environmental stakeholders (e.g., Lake Huron Coastal Centre, Huron Stewardship Council, and a management member of the Goderich Port Management Corporation).

If a Committee member is unable to complete the term as set in Section four (4) above, a new Committee member may be selected by Town Council.

EC members shall serve without remuneration.

7. RECRUITMENT OF CITIZEN APPOINTMENTS

The recruitment of citizens to be appointed to the Committee will be advertised per the Town's Notice By-Law requirements.

8. STAFF APPOINTMENT TO THE COMMITTEE

The Town's Deputy Clerk will attend all EC meetings, and perform secretariat services, including the preparation of resolutions, agendas, and recording of meeting minutes and the disposition of all resulting actions of Committee meetings. The Town's Asset Management and Environmental Manager will provide administrative support for the activities of the EC. At the discretion of the Chief Administrative Officer, additional staff may be requested to attend for related advisory information.

9. ADVISORY STAFF

From time to time, the Committee may request the advice or participation of individuals or organizations (Maitland Valley Conservation Authority, Veolia, and BM Ross staff) with a particular area of expertise. The Deputy Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

10. QUORUM

Quorum shall be reached with the presence of a majority of the appointed members, at a time no later than fifteen (15) minutes past the scheduled meeting time.

The issuance of an Agenda for a meeting of the Committee will be considered as notice of that meeting.

11. FREQUENCY AND LOCATION OF MEETINGS

The EC shall meet quarterly, or at the Call of the Chair, at a date and time to be determined at the first meeting of the Committee. Meetings will be held in hybrid format, both in person in the Menesetung Room, Town Hall, and via Zoom. The length of meetings shall be no more than one hour and a half and shall take place during normal business hours.

Any member of the Committee who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and Council may advertise for the vacant position.

All meetings shall be open to the public (in accordance with the Town of Goderich's Procedural By-Law and the Municipal Act). A meeting of the Committee may only be closed to the public if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act. The Committee shall maintain a record of the Closed meeting and provide it to the Town's Director of Legislative Services/Clerk.

12. AGENDAS AND MINUTES

The agenda shall be prepared by the Town's Deputy Clerk, posted to the Town's website via eScribe, and provided to Committee members.

Minutes of all meetings of the Committee shall be forwarded to the Director of Legislative Services/Clerk no later than one week after the meeting. The Clerk's department will electronically circulate the meeting minutes to all members of Council in the next Council Agenda package for their information and post the draft meeting minutes on the Town's website. The Clerk's department shall file the draft and approved minutes in accordance with The Ontario Municipal Records Management System (TOMRMS) The Clerk's department shall circulate the preceding minutes in the Agenda package. The Clerk's department shall publish the approved minutes via eScribe to the Town's website.

13. SELECTION OF CHAIR

The Chair shall be selected by the Committee at the first meeting. The Chair can be a member of Council.

14. ROLE OF THE CHAIR

The role of the Chair is to:

- a) Preside at the meetings of the EC as per the Town's Procedural By-Law, and to keep discussion on topic.
- b) Provide leadership to the EC to focus on its mandate as an advisory committee of Council.
- c) Recognize each member's contribution to the Committee's work.
- d) Liaise with the Town's Chief Administrative Officer, the Director of Operations, and the Environmental Coordinator; and
- e) Make deputations, presentations, etc., before Council.

In the absence of the Chair, the Committee will appoint an Acting Chair for that meeting and will Chair the meetings and act for the Chair as necessary.

15. ROLE OF DEPUTY CLERK

The role of the Deputy Clerk is to confirm the meeting dates and location, shall file in accordance with TOMRMS any minutes and records of all applications and the decisions thereon and of all other official business of the Committee, prepare the Agenda, take the minutes, and provide a copy of the minutes to all Committee members.

16. ROLE OF COMMITTEE MEMBERS

The role of Committee members is to:

- a) Work collaboratively with Town staff to develop a Work Plan and prepare annual progress reports for Council.
- b) Engage the community in environmental action and be a community role model by participating in outreach opportunities that increase community knowledge/education.

- c) Help inform Council and the public about environmental programs, outreach campaigns, by-laws, etc. that support the environmental direction outlined in the EC Work Plan.
- d) Help build community partnership opportunities and leverage community networks to increase local environmental action.
- e) Provide the Chair with agenda items.
- f) Advise on any controversial or significant environmental issues.
- g) EC members must comply with the:
 - Town of Goderich’s Code of Conduct;
 - Town of Goderich’s Accountability and Transparency Policy;
 - Town of Goderich’s Procedural By-Law;
 - Town of Goderich’s Social Media Policy;
 - Other applicable Town by-laws and policies;
 - Municipal Act
 - Municipal Freedom of Information and Protection of Privacy Act
 - Municipal Conflict of Interest Act
- h) Notify the Committee Secretary within 24 hours of the Committee meeting if they are unable to attend to ensure that quorum will be available for all meetings.

No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal and Provincial Governments or the media.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary. This person will absent him/herself for the duration of the discussion at that meeting or subsequent meeting, as well as any voting (if any) with respect to that matter.

The Committee does not have any delegated authority and is to serve as an exploration and research Committee only. Recommendations requiring implementation, expenditures, reports, or staff actions must first be considered by staff and/or Council. Council may cause the Committee to review and report on matters pertaining to the Committee’s purpose.

17. INSURANCE

The Town of Goderich’s General Liability Policy and Errors and Omissions Liability Policy will extend to the Committee and its members provided that the Committee is under the control of, answerable to, or the responsibility of the Town of Goderich 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 Town of Goderich and Council. Members must adhere to the policies and procedures of the Town of Goderich and Council, including these Terms of Reference.

Committee members are not entitled to any benefits normally provided by the Town of Goderich, 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.

18. EXPLUSION OF MEMBER

The Committee may recommend to Council the expulsion of a member, or Council may remove a member. The reasons may be, but are 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.

19. TERMS OF REFERENCE

Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes to these Terms of Reference by the Committee shall be recommended to Council via the Director of Legislative Services/Clerk through a report to Council.

The Committee may be dissolved at any time by a resolution of Council, as per the Town's Procedure By-Law.