



Environmental Advisory Committee (EAC)

Terms of Reference

Mandate

The County's Environmental Advisory Committee ("EAC" or "Committee") is an advisory committee.

It draws upon strategic advice and expertise among members of the Prince Edward County (PEC) community, other volunteer or official environmental organizations, additional key stakeholders, external experts, and other levels of government to provide information and advice to promote environmental sustainability, stewardship, and protection within PEC. The EAC will coordinate information and strategic advice on how PEC could integrate an environmental lens within municipal plans and initiatives to foster sustainability. This advice will be given in the context of collective responsibilities of regional, national or global actors.

Goals/Purpose

The goals and purpose of the Environmental Advisory Committee are to:

1. Engage with the public to identify and implement activities which support broadened environmental awareness in the County.
2. Draw on the knowledge and expertise of members of the community regarding environmental issues and provide advice and information to Council, municipal staff and the public, as required.
3. 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:
 - a. Mitigate the effects of climate change;
 - b. Encourage water and energy conservation measures;
 - c. Foster waste reduction, reuse and recycling programs;
 - d. Encourage conservation or restoration of natural features and habitats which support the community's unique ecology and character and environmental assets;
 - e. Identify new business/employment/housing opportunities that climate change mitigation may offer.

4. Provide advice and information to Council and the public through the compilation and provision of an annual report that details threats to the environment in Prince Edward County; various measures of success of local environmental performance; examines trends in environmental protection and promotion; and provides commentary on challenges and opportunities to prevent the degradation of, and to restore and sustain, our environmental assets. Identify potential funding/financing sources to help identify and mitigate environmental threats.
5. Receive or initiate submissions and deputations from other organizations regarding any other specific environmental concerns.

Membership

1. Mayor
2. Three (3) members of Council.
3. One (1) technical representative of the Quinte Conservation Authority.
4. One (1) technical representative of the Hastings Prince Edward Public Health.
5. Five (5) 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.
6. One (1) youth representative (18 - 25).
7. A Chair and Vice-Chair will be elected by members at the first meeting annually.
8. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.

4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

Responsibilities of the Environmental Advisory Committee

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Council's Code of Conduct
 - b. Environmental Advisory Committee Terms of Reference
 - c. County Accountability and Transparency Policy
 - d. County Procedural By-law
 - e. Other applicable County by-laws and policies
 - f. *Municipal Act*
 - g. *Municipal Freedom of Information and Protection of Privacy Act*
 - h. *Municipal Conflict of Interest Act*
2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.
3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Working Groups

The Tree Management Working Group will report to the Environmental Advisory Committee.

The Environmental Advisory Committee may form working groups on specific subject matters. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The working groups will report to the Committee and include at least one Committee member. The establishment of a working group and any changes to the group must be reported in the Environmental Advisory Committee meeting minutes.

Term

The term of office for the Environmental Advisory Committee will be the term of Council.

Staff Support

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The Committee will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All Committee minutes will form part of the next applicable Committee of the Whole agenda.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Attendance

If a Committee Member is absent for three consecutive meetings they have forfeited their membership unless their absence has been approved by the Chair.

Meetings

The Environmental Advisory Committee shall meet no less than four (4) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the *Municipal Act*, electronic participation is permitted but shall not count towards quorum. Under the *Municipal Emergency Act*, the committee may participate in electronic meetings during a declared municipal or provincial state

of emergency. Online participation and voting will count towards quorum, as per the *Municipal Emergency Act*.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.