

# Corporation of the City of Clarence-Rockland Policy 2015-78

## Environmental Advisory Committee Terms of Reference – Schedule D

### Administration

#### Section 1 – Objectives and Responsibilities

- 1.1 The mandate of the Environmental Advisory Committee is to promote the protection, maintenance and enhancement of all aspects of the environment in the City of Clarence-Rockland and to safeguard and improve the quality of life of those who live or work in the City, both now and in the future. The Committee also serves as Liaison Committee for the municipal landfill site.
- 1.2 The Environmental Advisory Committee has the responsibility to:
  - a) Collaborate in the development of policies, programs and by-laws which could have an impact upon any aspect of the environment.
  - b) Identify green spaces in the City of Clarence-Rockland and recommend some action(s) to preserve them.
  - c) Serve as focal point for dissemination, consultation, review and exchange of information regarding the operation of the municipal landfill site.
  - d) Prepare a report of the activities undertaken during the current year and identify the activities for the upcoming year.
  - e) Submit its recommendations to the Planning Department who in turn will prepare a report to Council.

#### Section 2 – Committee Members

- 2.1 The Committee, which is appointed by resolution of the Municipal Council shall be formed by the following:
  - a) A maximum of one (1) councillor of the City Clarence-Rockland
  - b) A maximum of seven (7) residents of the City of Clarence-Rockland.
- 2.2 The members of the Committee, at their first meeting of the year, must appoint a Chairperson for a period of one year. The Chairperson leads the discussions of the Committee. The Chairperson can be appointed for more than one term. If absent, the Committee can appoint another Chairperson for an interim period.
- 2.3 No member of Council or municipal employees can be appointed to the position indicated in item 2.2.

#### Section 3 – Quorum

- 3.1 The quorum cannot be less than fifty percent plus one (50%+1) of the appointed members. The president only votes when there is a tie.

## Section 4 – Responsible Department/Resource Person

4.1 Two municipal employees shall act as resource persons to the Environmental Advisory Committee:

- An employee of the Infrastructure and Engineering Department;
- An employee of the Planning Department.

4.2 The Planning Department will act as the responsible department. The Department shall:

- Convene the Committee's meetings;
- Prepare the agendas;
- Process the minutes of all meetings;
- Follow-up with the correspondence;
- Keep the minutes of all meetings and any files related to the applications as well as to the decisions taken and all official documents of the Committee.

## Section 5 – Preparation of the Agenda

5.1 The Planning Department should send the documentation for members of the committee no later than Friday preceding the committee meeting. The service should ensure that the agenda is available for the public during that day on the City's website.

## Section 6 – Frequency of Meetings

6.1 The meetings will be held on a bimonthly basis (two months), as established by the committee's responsible service.

## Section 7 – Procedures and Guidelines

7.1. All procedures and guidelines stated in Policy C2015-001 or in a later version apply to this committee, unless otherwise indicated in the law. In case of disparity between the present terms of reference and this policy, the latter shall prevail.

7.2. The committee must respect the rules of procedure as prescribed by the existing procedural by-law.