

Kincardine Community Environment Committee Mandate Statement & Terms of Reference

Mission Statement

The Kincardine Community Environment Committee is an advisory committee of Council established to offer advice and recommendations to the Council of the Municipality of Kincardine in support of the commitment to fostering a greater appreciation for the environment and sustainability within our communities.

Mandate

The objectives of the Committee will be guided by a work plan that identifies priority environmental issues and actions in cooperation with Municipal staff to be approved by Council. The work plan will be managed by goals outlined by the Kincardine Community Environment Committee to provide advice to Council on a range of achievable environmental and sustainability programs and issues. These objectives are:

- 1.0 Advise/inform Council regarding possible environmental practices and initiatives**
 - Review existing policies, programs and by-laws and make recommendations for improvements that may affect the environment
 - Identify, research, consult and bring forward to Council, local and global issues that may affect the environment
- 2.0 Provide engagement and public awareness recommendations to connect with the community to educate and promote a sustainable environment**
 - Provide waste management knowledge to the municipality and community (garbage, recycling, composting, and hazardous waste)
 - Create promotions and public education campaigns
 - Encourage and promote sustainable and achievable programs
- 3.0 Champion local action to address environmental issues**
 - Conduct research on environmental related issues
 - Stay educated on new environmental topics
- 4.0 Protect Natural Assets and Resources**
 - Advocate for shoreline and urban forestry (urban tree canopy) protection
 - Promote eco-tourism and prevent tourism-related environmental damage
 - Provide information and education related to invasive species

Structure

- 1.0 The Committee shall consist of:
 - Six (6) public members who have interest of background in any of the following areas:
 - Environmental engineering
 - Waste Management
 - Environmental Education
 - Energy Efficiency
 - Horticulture/agriculture
 - Costal Management
 - Watershed/Conservation Management
 - One (1) Council representative, each having an equal vote.

To have quorum, the Committee shall have a majority of members present during a meeting. Each member will be appointed to the Committee by resolution of Council.

- 2.0 Staff support will be provided by the Infrastructure and Development Department and other staff as required.
- 3.0 A Chairperson will be elected annually in accordance with the Municipality of Kincardine Procedures By-law.
- 4.0 The Committee reports to Council.
- 5.0 All communications and recommendations with municipal councillors and staff, on behalf of the Committee, must be approved by resolution of the Committee.
- 6.0 No individual member of the Committee as a whole has the authority to make direct representations on behalf of the Municipality. All members are regarded as private citizens and do not represent any organization in their capacity as a member of the Committee.

Meetings

- 1.0 Quorum is required to hold a meeting.
- 2.0 Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Municipality of Kincardine Procedure By-law and all meetings shall be open to the public, except as provided in the Municipality's Procedure By-law and/or the Municipal Act, 2001 and any other applicable legislation.
- 3.0 Members wishing to have items included on the agenda must provide notice to the Committee Secretary or designate on or before the Wednesday preceding the meeting.

- 4.0 Notice of meetings shall be issued via circulation of agenda to Committee members on the Friday preceding the meeting except in the event of extenuating circumstances.
- 5.0 The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
- 6.0 Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting. Adoption of meeting minutes will be included on agenda of next meeting and then posted on the Municipality of Kincardine website as well as included on Council consent agenda.
- 7.0 The Committee shall meet monthly or as needed, to fulfill their mandate as set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members or time sensitive information.
- 8.0 Members having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest at the beginning of the meeting or at the earliest time known.
- 9.0 For consistency of messages, media inquiries should be directed to the Committee Chair or a designated staff member.
- 10.0 The Committee is encouraged to hold meetings commencing no later than 4:00 p.m. in order to reduce the financial implications for the Municipality.
- 11.0 The Committee will meet annually, (in the fall) with the Director of Infrastructure and Development or department designate to determine the goals and objectives for the upcoming year. The Committee will then develop an annual budget for submission to Council to support those well-defined goals and objectives. Final budget approval rests with Council.
- 12.0 Electronic participation at meetings is permitted following the procedures set out in the Municipality of Kincardine Procedure By-law.