



Township of Drummond/North Elmsley Environmental Initiatives Committee Terms of Reference

PURPOSE: The Environmental Initiatives Committee provides leadership, education and action on environmental best practices and makes recommendations to Council on attaining the goal of Environmental Sustainability for the Township of Drummond/North Elmsley.

1. PROGRAM GOALS:

- a) Identify environmental trends and issues.
- b) Formulate appropriate Municipal responses to trends and issues.
- c) Promote the integration of environmental considerations within the municipality

2. COMMITTEE ACTIVITIES:

- a) Monitor environmental trends and issues
- b) Develop appropriate environmental strategies and actions including education and outreach
- c) Provide leadership in encouraging community involvement in environmental initiatives

3. COMMITTEE STRUCTURE and OPERATIONS:

- a) The committee is comprised of one councilor and 3 - 4 members at large representing a broad spectrum of the community, and at least one staff representative from Public Works/Environmental Services.
- b) The Councilor and committee members are appointed by Council; staff members are designated to serve based on their areas of expertise and the issues currently at hand.

4. SUPPORT:

- a) The following staff members will provide support to the Committee and attend meetings on a regular basis or as required:
 - Scott Cameron, Manager of Public Works
 - Cathie Green, Public Works Assistant
- b) The following staff members will attend Committee meetings as required:
 - Brian Dobbie, Landfill Manager
 - Jim Lewis, Waste Site Attendant
- c) Expert Advice
The Committee may call on experts in the appropriate field for advice to assist in its work.

d) Support Staff will provide the following administrative assistance to the Committee:

- Administrative support beyond the preparation and distribution of agendas, minutes;
- Provision of information relevant to Committee procedures;
- Booking of meeting locations; and
- Technical advice.

5. TERM:

- a) The mandate of the Environmental Initiatives Committee will commence following membership ratification by Council and continue for the term of Council.
- b) If any Member misses 3 meetings consecutively without prior approval of the chair, the Member shall be struck from the Committee membership and a replacement will be selected by Council.

6. MEETINGS AND ADMINISTRATION:

- a. The Environmental Initiatives Committee will meet quarterly at a minimum or at a frequency called by the Chair.
- b. Regular meetings of the Committee shall be held at the time and place to be determined by the Chairperson in consultation with Committee members. Additional meetings will be at the discretion of the chair.
- c. A quorum of Committee shall consist of a majority of its Members.
- d. The Chairperson may cancel any scheduled meeting of the Committee if it is felt that a quorum will not be achieved or if there are no items for the agenda.
- e. As a general principle, Environmental Initiatives Committee meetings will be open to the public, subject to the provision in the Municipal Act, 2001 with respect to the provisions for closed meetings.
- f. Minutes of meetings or agendas will be prepared by a Committee Support Person for approval by the Environmental Initiatives Committee. The minutes will record recommendations of the Committee and summarize presentations and discussions. Upon approval by Committee, minutes of Committee will be public, aside from any activities carried out in private session.
- g. The Environmental Initiatives Committee may form sub-committees to deal with specific issues as the need may arise. Sub-committees will report to the Environmental Initiatives Committee as a whole with any recommendations.
- h. Members of the Environmental Initiatives Committee will direct all external inquiries regarding the work of the Committee to Chair.

7. Expenses

- a) Members of the Committee will be compensated in accordance with the Committee/Board Remuneration By-law as amended from time to time.

Environmental Initiatives Committee 2015/2016 INITIATIVES:

- Develop a plan to revitalize and further develop the ReUse Centre at Code Road WDS, including actions, timeline, applications for funding, and community engagement.
- Conduct community outreach to establish a ReUse Centre WORKING GROUP to do hands-on work to revitalize, operate and promote the ReUse Centre at Code Road WDS.
- Provide consultation and advice as staff update and implement the 2012 DNE Blue Box Promotional Plan, including refreshing web site and commencing social media communications.
- Consider opportunities to strengthen diversion programs at the Code Rd WDS and to identify funding sources to support any expansion of existing recycling programs.
- Involvement in other projects as directed by Council and Municipal staff.