

## Kincardine Community Environment Committee

### Terms of Reference

**Adopted: May 6, 2019**

**Amended: February 17, 2021**

*“The Municipality of Kincardine is striving to be a sustainable community; one that is committed to working together to enhance our economy, community, natural assets, and overall quality of life in a sustainable manner. “*

*2012 – Integrated Community Sustainability Plan (ICSP)*

#### **Purpose**

The Kincardine Community Environment Committee is an advisory committee of Council with a mandate to assist municipal staff with environmental stewardship and the protection, restoration and conservation of the natural environment in the Municipality of Kincardine. Specifically, the Committee will:

- Provide guidance, assistance and recommendations to Council, municipal departments and Committees on matters related to the environment;
- Encourage local initiatives that, in part, focus on the goals and strategies outlined under the environmental pillar of our ICSP; and
- Encourage public awareness of the Committee’s work through communication, engagement and educational opportunities.

#### **Objectives**

- Liaison with citizens, staff and appropriate stakeholders to assist in developing local projects to protect, restore and conserve Kincardine’s natural environment.
- Assist with the development of environmental policies and the ongoing implementation, review and monitoring of municipal environmental programs.
- Undertake relationship-building exercises to maintain, and where appropriate develop new partnerships with environmental organizations.
- Identify opportunities for outreach, education, public awareness, public engagement and funding sources.
- Be innovative and show leadership by researching the feasibility of working towards an Environmental Management Plan, and the potential of regaining our status as a Blue Flag Beach.
- Act as a champion, advocate and catalyst for environmental issues.

## Environmental Planning

In order to accomplish its objectives, the Kincardine Community Environment Committee will develop an action plan outlining both short and long-term actions that reflect key goals for the Municipality (as per the ICSP):

- natural areas
- environmental stewardship
- water and waste; and
- smart growth.

## Reporting Structure

The Kincardine Community Environment Committee is accountable to Council and will report its activities through Staff Resource Director of Parks and Recreation.

Council will have opportunity to review and approve the action plan.

## Committee Composition

The Committee will be appointed by Council for the term of Council, or as appropriate and will consist of the following members:

- One Council representative
- Four members of the public (qualified electors) who have interest or background in any of the following areas:
  - environmental engineering
  - waste management
  - environmental education
  - energy efficiency
  - horticulture/agriculture
  - coastal management
  - watershed/conservation management

All members are regarded as private citizens and do not represent any organization in their capacity as a member of the Committee.

The Chief Administrative Officer, Director of Public Works and the Director of Parks & Recreation and/or their delegates, and other Staff as required, will serve as resources for the Committee.

## Administration

At the first meeting of each year, the Committee will:

- Elect a Chair and Vice Chair;
- Establish day, time and venue for monthly meetings throughout the year;
- Review the Terms of Reference and;

- Agree on an action plan for the term of office keeping in mind the plan is a living document and may change depending on circumstances and resources; and
- Review the Municipality of Kincardine Procedure Bylaw as required.

A quorum will be a majority of the Committee members.

Sub-committees may be formed as required for special projects.

A Secretary will be appointed to the Committee to provide administrative and procedural assistance.

Minutes will be drafted by the Secretary for consideration by the Committee and posted on the municipal website.

Meetings will be conducted with an agenda to be prepared by the Secretary and reviewed by the Chair or Vice Chair as appropriate.

Members are encouraged to submit topics at least one week prior to the meeting to the Secretary.

### **Meetings**

The Chair will preside over the meetings and ensure they are carried out in a professional and efficient manner. In the absence of the Chair, the Vice Chair will preside over the meetings.

Meetings are open to the public. Delegations may be scheduled to present to the Committee.

### **Committee Procedures**

The Community Environment Committee will be guided by and comply with the current Municipality of Kincardine Procedure By-law.

### **Amendments to the Terms of Reference**

The Terms of Reference should be reviewed and updated every four years to ensure they remain relevant and current. Any amendments will require approval from the majority of members present and must receive Council approval before taking effect.