

BY-LAW NO. 06-20

OF THE CORPORATION OF THE TOWN OF AYLMER

Being a By-Law to Establish and Adopt the Terms of Reference for the Town of Aylmer Environmental Advisory Committee.

WHEREAS Sections 5 and 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provide that the powers of the Municipal Council shall be exercised by By-Law, unless the municipality is specifically authorized to do otherwise and that the municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising its authority;

AND WHEREAS the Council of the Corporation of the Town of Aylmer deems it necessary to prepare a new establishing By-Law for the Aylmer Environmental Advisory Committee (EAC) whereby the Terms of Reference are revised.

THE COUNCIL OF THE CORPORATION OF THE TOWN OF AYLMER HEREBY ENACTS AS FOLLOWS:

1. That the Aylmer Environmental Advisory Committee is hereby established as an Advisory Committee by the Council of the Corporation of the Town of Aylmer to make recommendations to Council and undertake public awareness opportunities with respect to environmental programs and initiatives that are reasonably within the scope of municipal governance.
2. That the Terms of Reference of the Aylmer Environmental Advisory Committee as set out on Schedule "A" attached to and forming part of this By-Law are hereby approved.
3. That Town of Aylmer Environmental Advisory Committee Terms of Reference as approved by Resolution No. 39-11 is hereby repealed in its entirety.
4. That this By-Law shall come into force and take effect upon the date of its final passing.

READ A First and Second time this 13th day of January 2020.

Original signed by _____
MAYOR, Mary French

Original signed by _____
CLERK, Josh Brick

READ A Third time and finally passed this 20th day of January 2020.

Original signed by _____
MAYOR, Mary French

Original signed by _____
CLERK, Josh Brick

Committee Terms of Reference

Town of Aylmer Environmental Advisory Committee (EAC)

Type of Committee

The Environmental Advisory Committee is an Advisory Committee appointed by Council under subsection 12.3 of Procedure By-Law 07-18 as amended:

“Advisory Committees shall be composed of appropriate Council Members and Members from the community at large, appointed by Council. Advisory Committees act in accordance with a mandate, are created by By-Law, are not able to act independently, and advise Council, through the appointed member(s) of Council, for matters related to the mandate. Advisory Committees must report at least once per year and continually provide updates to Council through the submission of agendas and minutes. They exist indefinitely, however, during its first year of office Council shall review the mandates of the various Advisory Committees and the performance of the Committee members. At the end of that first year, the Committee appointments shall be reviewed, and they may be either renewed or terminated at the discretion of Council. The Committee mandate shall be adopted by By-Law of Council, but related policies may be adopted by resolution of Council.”

Committee Mandate

The Environmental Advisory Committee reports to Council. The purpose of the Environmental Advisory Committee is to make recommendations to Council and undertake public awareness opportunities with respect to environmental programs and initiatives that are reasonably within the scope of municipal governance.

The Environmental Advisory Committee is responsible for serving as an advisory, resource and information support group to Council and the citizenry to encourage and promote sustainable programs and other functions such as the following:

- Waste reduction, reuse and recycling programs that are administered by the municipality;
- Investigate such other aspects of environmental concerns as may be suggested by the Municipal Council, its Committees or civic administration; and,
- To initiate and/or receive submissions and/or delegations regarding any environmental concerns and to report with recommendations to the Municipal Council.

Committee Chair and Vice Chair

The Committee is to appoint a Chair and Vice Chair whose responsibility includes setting meeting dates, assisting with preparation of agendas, chairing meetings, ensuring reporting deadlines are met and ensuring the committee operates within its mandate as provided by the Municipal Council. The Legislative Services Department shall provide committee support with regard to the preparation of agendas and minutes, and annual reporting functions.

Membership

- (2) Members of Council;
- Up to (5) community representatives who represent a diverse number of interests; and,
- Up to (2) secondary school students who are either residents of the Town of Aylmer or attend an educational institution within the Town of Aylmer boundary.

Remuneration

Environmental Advisory Committee members shall serve without remuneration.

Meetings

Meetings shall be established on a quarterly basis on a regular date and time established at the first meeting of each new year. For the ease of planning, efforts will be made to schedule meetings on a consistent day of the week, time, and location.

A maximum time limit of two (2) hours is established for meetings.

The Committee will attempt to work on a consensus basis. In the event that a consensus cannot be reached and there are divergent opinions on issues, formal votes may be called by the Chair, with each member having one vote. Decision will be carried by a majority of the members present and subject to the final approval of the Municipal Council.

The Director of Legislative Services/Clerk or designate shall distribute the agenda package and record proceedings of Environmental Advisory Committee meetings.

If the notice-related obligations set out in Section 12(2) of Procedure By-Law No. 07-18 are not satisfied or if there is insufficient material for consideration included in an Environmental Advisory Committee agenda, the Director of Legislative Services/ Clerk may cancel a scheduled meeting with authorization from the Mayor or Chief Administrative Officer.

Where there is sufficient cause to do so, additional Environmental Advisory Committee meetings may be scheduled at the call of the Chair with authorization from the Mayor or Chief Administrative Officer.

A quorum shall be the majority of the Council appointed voting members.

Pecuniary Interest

In accordance with the Municipal Conflict of Interest Act, any member of the committee shall disclose any direct or indirect pecuniary interest for themselves or a family member and shall state the general nature of such interest. The disclosure shall be recorded accordingly. The Committee member shall not vote on a matter if he or she has declared a pecuniary interest.

Budget and Annual Reports to Council

The budget for the Committee will be determined by Council annually.

A submission should be provided to Council outlining the goals and objectives for the upcoming year. The Environmental Advisory Committee will provide an annual report to Council in December of each year that outlines accomplishments of the Committee.

Committee Procedure and Related Matters

The rules and regulations contained in Procedure By-Law No. 07-18, with necessary modifications, shall be observed in all proceedings of the Committee for the order and conduct of business therein.

Amendments to the Terms of Reference

Amendments to the Terms of Reference can only be made by Council. The Committee may review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

Reference of Applicable Legislation or Municipal By-Laws/ Policies

- Municipal Act
- Municipal Conflict of Interest Act
- Occupational Health & Safety Act
- Town of Aylmer Procedure By-Law
- Town of Aylmer Health and Safety Program and applicable policies, procedures and guidelines
- Town of Aylmer Human Resources Policies and Procedures