

Township of Algonquin Highlands

Environment and Stewardship Committee Terms of Reference

1. Title:

The name of the committee shall be the Environment and Stewardship Committee.

2. Purpose:

The purpose of the committee is to provide recommendations to Council with respect to information to protect, conserve and enhance the environment within the Municipality.

2. Goals:

The Environment and Stewardship Committee will be a catalyst for local initiatives that promote environmental sustainability, integrity and conservation of municipal resources and the eco-systems within it.

The committee will provide input on the advancement of the Township's policies and initiatives that contain environmental components. The Committee will also propose new initiatives for Council's consideration in support of the Township's commitments to environmental protection.

The committee will undertake educational initiatives to raise the profile of the environment and to further public understanding environmental practices.

The committee will co-operate with, but avoid duplicating, the activities of other community organizations.

4. Membership:

The Committee membership will consist of the following:

- Two (2) Members of Council and the Township's Environmental Manager
- Minimum of three (3) members from the public with a personal commitment and interest in environmental protection and those representing environmental protection organizations from across Haliburton County. Preference will be given to a youth representative as a member of the committee and/or involvement in any Environmental & Stewardship Committee initiatives.

5. Administration:

- A quorum of members (fifty percent plus one) and at least one member of Council present at each meeting is needed for meeting to proceed.
- Meetings will be held monthly, or as determined by the Committee.

- Decisions will be made by majority vote and all members (except staff) will have voting rights.
- General rules of decorum shall apply during each meeting.

6. Chairperson:

The Chairperson shall be a council representative until a chair has been elected. The Chairperson's responsibilities will include:

- Schedule meetings and notifying committee members.
- Inviting guests and/or specialists to attend meetings when required.
- Guide meetings according to agenda and time available.
- Ensure all discussion items end with a decision, action or definite outcome.
- Review and approve draft minutes before distribution.

7. Secretary:

A secretary shall be elected by the Committee for a period of 12 months. The secretary's responsibilities shall include:

- Preparing agenda in discussion with the Chairperson and ensuring that all necessary documents requiring discussion or comment are attached to agenda.
- Taking notes during meeting and preparing minutes of the meeting.
- Distributing the minutes to all committee members one week after the meeting. (Note: the minutes shall be checked in advance by the chairperson as an accurate record at the commencement of the next meeting.)
- Once accepted by the committee, forward the minutes to the Clerk for inclusion on a Council Agenda, at least one week prior to meetings.
- Should the secretary be unavailable for any meeting, the committee shall appoint an acting secretary for that particular meeting and the normal responsibilities of the secretary shall apply.

8. Finance:

- On or before October 31st of each year, the committee shall submit a detailed estimate of costs for all planned activities for the fiscal year to the Treasurer, to be considered by Council for possible inclusion annual budget.
- The municipality shall advise the committee of the approved budget for the current year immediately after approval by Council.
- The committee may incur expenditures to the extent provided in the annual operating budget in accordance with normal Municipal purchasing procedures. Any additional expenses must be approved by Council in advance.
- Invoices for all expenditures, as approved in the annual budget and/or by Council, shall be forwarded directly to the Treasurer for payment
- The Committee will regularly monitor their annual budget and work plan, as approved by Council.

9. **General:**

- Meetings will last a maximum of two hours.
- From time to time the committee may be required from Council to submit additional or special reports. Such reports shall be submitted to the Clerk in accordance with current agenda procedures, at least one week prior to meetings.
- Arrangements for use of each facility for meetings shall be pre-arranged by the Council representative in consultation with Township staff.
- The Committee shall schedule an annual Delegation to Council to provide an overview of projects completed within the year, and to present proposed projects for the ensuing year for Councils consideration and approval.