

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2024-033

BEING a by-law to enact an Environmental Action Committee and to adopt Terms of Reference for this Committee.

WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS Council adopted a four year Strategic Plan, 2023-2027 whereby Caring for our Natural Environment was identified as priority;

AND WHEREAS Council deems it expedient and in the interest of the municipality to establish an Environmental Action Committee and adopt Terms of Reference for this Committee.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That Council enacts an Environmental Action Committee for the Township of South Stormont.
2. That the Environmental Action Committee Terms of Reference, attached hereto as Schedule "A" and forming part of this by-law, be adopted.
3. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 22nd day of May, 2024.



Mayor



Clerk



TOWNSHIP OF SOUTH STORMONT

Title: Environmental Action Committee Terms of Reference
Schedule "A" to By-law No. 2024-033

Effective Date: May 22, 2024

1. Purpose

The purpose of the Township of South Stormont Environmental Action Committee (Committee) is to:

- provide advice, comments and recommendations to Council on the protection, enhancement, restoration and management of the local environment; and
- implement actions set out by Council enhancing the conservation of our natural environment.

2. Committee Objectives

The Committee will support the Township on initiatives and matters that may include:

- Environmental outreach, public awareness and promotion
 - Waste diversion and recycling outreach/education at local events
 - Activities surrounding Waste Reduction Week
 - Composting and landfill related activities (lifespan)
- Environmental project organization and facilitation
 - Park and community clean up events
 - Pollinator education
 - Community garden
- Environmental related policy and program review and development
 - Energy conservation within the Township's sphere and / or the community
 - Recognizing local companies that embrace sustainability in their approach

3. Committee Composition

The Committee shall be composed of a maximum of (7) seven members, to be comprised of:

- (2) two members of Council
- (3) three members of public (resident or business owner of the Township of South Stormont)
- (2) two youth members

Members of Council shall be appointed to the Committee to provide continuity between the Committee and Council and shall be voting members of the Committee. The Mayor is a member ex-officio.

The remaining (5) five appointed Committee members will be appointed by Council, pursuant to the Township's Procedure By-law.

4. Term

The Committee term will co-inside with each term of Council.

5. Meetings and Reports

The Committee will meet (4) times per year, generally each quarter. Meeting minutes will be circulated to Council with a summary report presented annually by the Director of Public Works or designate.

Additional meetings may be necessary and will be called by the Chair, in consultation with the Committee Coordinator and Staff Liaison.

6. Appointment of Chair

The Committee shall, at the first meeting of each term, elect a Chairperson. This position may be held by a lay member or a member of Council. The Committee Coordinator will be appointed the secretary.

The Committee may, in the absence of the Chair, appoint an alternate Chairperson for a specific meeting.

7. Volunteer Positions

The lay members of the Committee are considered volunteers and therefore, no remuneration will apply.

8. Staff Support

Staff has two principal functions as Committee Coordinator and Staff Liaison, providing technical support, policy advice and guidance as needed.

The Committee will receive administrative support (Committee Coordinator) from the Deputy Clerk and / or the Public Works Coordinator. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.

The Director of Public Works and / or Manager of Operations - Environmental Services will act as the Staff Liaison for this Committee.

9. Procedures and Rules

As a formal Committee of Council, the Committee is subject to the Township's Procedure By-law which governs the procedures of Council and its Committees.

10. Conflict of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined in the Municipal Conflict of Interest Act, RSO 1990, c. M. 50 will apply to the Committee.

If a member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting with respect to that matter.

11. Youth Members

Youth members shall serve a term of up to (12) months, generally corresponding with the traditional school year. Youth members are not eligible to act as Chair and must meet the following criteria:

- Youth members must reside in the Township of South Stormont;
- Youth members must be secondary students or post secondary students under the age of 24 and express an interest in environmental issues;
- Youth members must be able to attend as many Committee meetings as possible.

12. Monitoring of Terms of Reference

Council may, at its discretion, revise the Terms of Reference for this Committee at any time by by-law. Any revisions proposed to these Terms of Reference shall be presented to Council through an appropriate report.