

Carleton Place Environmental Advisory Committee (CPEAC)

Terms of Reference

A. Purpose

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of an Advisory Committee is to:

1. provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee;
2. facilitate public input to Council on programs and ideas approved by Council;
3. assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles; and
4. conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

B. Roles and Responsibilities

Responsibilities

The Town of Carleton Place Environmental Advisory Committee's function is to provide environmental advice, recommendations and information to Council concerning all aspects of environmental issues related to both 1) public policies, programs and projects and 2) information concerning all aspects of current and potential climate change impacts that may/will affect the community.

Climate Change

The Corporation of the Town of Carleton Place recognizes the seriousness and challenges facing the community with regards to Climate Change. The concept of sustainability is continually evolving. The role of the Committee is recommending a balance to Council between environmental, social and economic systems, ideally in a mutually supportive way in light of extremes in weather and climate that the Town may be subject to. The achievement of sustainability is recognized as one of the most important considerations in all human activity.

Scope of Study and Advice

The CPEAC will provide information, general advice and/or specific recommendations to Council:

1. with respect to any matter or question Council may specifically refer to it;
2. with respect to any other environmental matter which the CPEAC may determine that it wishes to bring to Council's attention, with Council's approval;

3. the CPEAC will keep abreast of Climate Change issues and government action that impact the Town of Carleton Place, then act as a resource when requested by Council; and
4. the CPEAC may be requested to review and advise on various development plans or initiatives within the scope of the Committee's knowledge and its resources.

Role of Sub-Committees

1. The CPEAC may create a sub-committee to study or work on a specific topic or issue. This sub-committee will be led by a member of the CPEAC and may include other members or volunteers from the general public.
2. The term of the committee begins upon approval by the CPEAC and ends upon project completion. Volunteers will be terminated with thanks.
3. The chair of the sub-committee will prepare and present a budget if funds are required to implement their findings. This budget must be approved by the Committee of Council prior to commencing.

C. Authority

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The CPEAC:

1. Shall not communicate externally on behalf of Council except as related to the scope;
2. Shall ensure that all outgoing communications are in accordance with the Town's policies;
3. Shall not post independently to social media but rather social media postings shall be forwarded to the Town for distribution by the Town which may be shared by the Committee;
4. Shall not authorize any expenditures outside their Council approved budget; and
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the CPEAC or designate.

D. Reporting

This Committee reports to Council through the Committee of the Whole.

E. Composition

Unless otherwise determined by Provincial legislation, membership shall be comprised of one (1) elected member of Council, eight (8) non-elected members and up to two (2) non-voting student members.

F. Qualifications

To qualify for membership, applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section and with the exception of non-voting student members.

Members shall not be employees of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee.

G. Appointments to Advisory Committees and Boards

All appointments shall be made through the Striking Committee.

H. Term of Membership

The term of office for members shall be concurrent with the term of Council.

I. Absence

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

J. Resignation of Citizen Members

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

K. Filling Vacancies

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

L. Responsible Department

The Director/Manager of Public Works shall be responsible for all actions and financial undertakings of the Carleton Place Environmental Advisory Committee.

M. Structure

1. Chair

The Chair shall be appointed annually by the Committee members at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.

2. Vice Chair

Committees that choose to have a Vice Chair may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.

3. Student Members

Committees that wish to do so may have up to two (2) student members. These positions will be non-voting positions. Students must be a minimum of 16 years of age and be actively attending an educational program.

4. Support Resources

- a. Technical Advisor: The Director of Public Works and/or their designate shall be the Technical Advisor to the Carleton Place Environmental Advisory Committee to ensure compliance with Town policy.
- b. Recording Secretary: The Recording Secretary shall be appointed annually by the Committee members at the first meeting of each year. A member of the Committee or, where applicable, an assigned staff person shall act as the Recording Secretary for the Committee's meetings.

N. Procedures

- 5. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law
 - d. Code of Conduct
- 6. The Committee shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.
- 7. Unless excluded by legislation, all Committee members eligible to vote, including the Chair, must vote.
- 8. The Committee may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
- 9. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.

10. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

O. Quorum

Greater than 50% of the Committee members shall constitute quorum.