

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

Schedule "B-6" to By-Law No. 23-23

Environmental Action Advisory Committee (EAAC)

Purpose

To provide information to local residents on environmentally sustainable practices, offer advice to the North Grenville Municipal Council on initiatives to promote a green economy, and to identify near- and long-term funding opportunities as suggestions for inclusion in the yearly budget and business planning cycles of the Municipality.

The Committee shall:

- a) Research and gather information on best environmental practices for communities, with a focus on changes to be made at the Municipal level;
- b) Consider and make recommendations the ways in which the environmental footprint of the Municipality of North Grenville and its residents may be reduced;
- c) Provide ideas to Council for incentives for/recognition of residents who reduce their household waste to encourage others in the community to follow suit;
- d) Provide recommendations to Council on waste management within the Municipality;
- e) Recommend promotional materials, organize/participate in events and develop educational tools for the use of North Grenville residents to promote environmentally sustainable practices;
- f) Provide and update a consolidated list of local resources for residents with respect to recycling, composting, water conservation, and improving energy efficiency;
- g) Encourage participation of local businesses in self-driven environmental initiatives;
- h) Identify innovative, low-cost initiatives to encourage positive environmental changes;
- i) Identify long-term and future solutions to reduce waste within the Municipality;
- j) Engage with experts to identify opportunities to leverage emerging and new technologies with a direct goal of reducing waste and minimizing the environmental footprint of North Grenville residents and businesses;
- k) Receive inputs from experts on best practices and ways forward and make written recommendations to Council; and
- l) Create opportunities for public engagement with residents, local experts and community leaders, with an emphasis on engaging youth within the community; and

The Committee shall have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

Membership

The Committee shall be comprised of a minimum of four (4) and a maximum of nine (9) volunteer members, the Mayor as an ex-officio member, and up to two (2) members of

Council,, all of whom have voting rights. A staff person(s) from Public Works may also attend meetings as a liaison(s) to the Municipality.

In considering the appointment of voting members to the Committee, Council shall consider the following criteria for members of the Committee:

- a) Influential decision makers (current and retired) from various business/industry sectors,
- b) Individual members willing to take on specific responsibilities for specific areas of the program,
- c) The individual's qualifications and commitment as they relate to the Council adopted programs/policies; and
- d) Availability of members to participate in the programs/policies and attend Committee meetings.

The Municipality of North Grenville is committed to advancing equity, diversity, and inclusion in every aspect of its work, including appointments to advisory committees. An increase in diversity can assist in promoting equal opportunities and memberships with a diversity of lived experiences. A more diverse membership will contribute to the work of each advisory committee. Each advisory committee shall endeavour to have balanced representation from various equity- and inclusion-seeking groups including, but not limited to, people with disabilities, francophones, Indigenous people, newcomers, older adults, racialized community members, rural residents, 2SLGBTQIA+, those facing socioeconomic disadvantage, women, minority faith-based and spiritual group members, and youth.

The Committee, by a majority vote of its members, may recommend to Council to remove any member of the Committee who does not fulfil their obligations under their appointment.

Committee Chair

The Committee shall elect a Co-Chair from among its volunteer members. The position will be elected by a secret ballot by a majority of the voting members of the Committee. A Member of Council will act as a Co-Chair

The Co-Chairs will have a concurrent four-year term. In the absence of the Co-Chairs, the Committee shall appoint an Acting Chair.

The Co-Chairs will present the Committee's reports and recommendations to Council, as required with staff support.

Advisory Experts

The Committee may invite additional content experts to attend regular meetings and to present at specific meetings in order to meet its mandate.

Meetings

The Committee shall meet at least six times a year - either in person or via an accessible virtual platform. Additional meetings shall be held at the call of the Co-Chairs.

Agenda packages will be sent out the week prior to the meetings and published on the Municipality's website. Draft minutes will be distributed by email to each Committee member by the Public Work's department within one (1) week following the meeting.

Quorum

Quorum of the Committee shall be a majority of the appointed members.

Votes by the Committee will be held at regular or special meetings. Decision making of the group shall be by majority vote.

Department Jurisdiction

Public Works - The Director is responsible to ensure that all associated legislative responsibilities to the Committee are fulfilled.

Staff Contact

Public Works Clerk

Administrative Support

The Clerk delegates authority to the Public Works Coordinator to provide minute taking. Agenda preparation and distribution will be done by the Public Works Coordinator in conjunction with the Co-Chairs and Clerk's division. The Clerk's division will post the agenda on the Municipal website and via the meeting calendar invitation.

Budget

The Committee will prepare an annual work plan including budget requests ahead of the budget cycle. The Director of Public Works shall bring forward budget requests of the Committee as part of the Municipal budget process.