

CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

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

Environmental Action Advisory Committee (EAAC)

Purpose

The Environmental Action Advisory Committee (EAAC) provides advice and recommendations to North Grenville Municipal Council on initiatives, policies, and programs that advance environmental sustainability, climate change adaptation and mitigation, and protection of local biodiversity.

The Committee supports the Municipality's commitment to environmental stewardship by:

- Researching innovative and sustainable practices at the municipal level.
- Identifying strategies to reduce greenhouse gas emissions and the environmental footprint of residents, businesses, and municipal operations.
- Promoting biodiversity and conservation of natural systems.
- Encouraging public education, awareness, and engagement on environmental issues.
- Supporting opportunities to leverage emerging technologies, partnerships, and funding.

The Committee shall:

- a) Research and gather information on innovative and sustainable environmental practices, with a focus on municipal applications.
- b) Engage with experts and stakeholders to identify and recommend opportunities for climate change adaptation, mitigation, and sustainable development.
- c) Develop and promote educational tools, resources, and community events to encourage environmentally responsible behaviours (e.g., biodiversity protection, waste reduction, composting, water conservation, and energy efficiency).
- d) Identify and recommend opportunities for partnerships, incentives, and recognition programs to encourage residents and businesses to reduce their environmental impact.
- e) Provide recommendations to Council on local policies, programs, and initiatives that support sustainability and climate action.
- f) Create opportunities for meaningful public engagement, with particular emphasis on youth, community leaders, and residents, as stewards of the local ecosystem.
- g) Have regard to the shared priorities of the Community Strategic Plan, Committee Handbook, and Procedural By-Law.

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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.