

# Terms of Reference for Environmental Action Committee

## Mandate

The Mississauga Environmental Action Committee (EAC) is an advisory committee of Council established to offer advice and recommendations to the Council of the City of Mississauga in support of environmental direction in the Strategic Plan and the Living Green Master Plan.

EAC's main purpose is to champion local action to address environmental issues.

EAC will provide a forum for the public to share their concerns and discuss new or changing environmental legislation or regulations, conservation, environmental sustainability and the environment in relation to overall quality of life.

## Objectives/Goals

The Mississauga Environmental Action Committee shall operate according to the Procedural By-law regulating the operation of meetings of Council and its Committees. Appointed members are required to attend meetings on a monthly and on an 'as required' basis to discuss issues related to the environment in the City of Mississauga.

EAC will engage the community in priority actions which enhance the environmental sustainability of Mississauga.

EAC will be a community role model for environmental action.

EAC will support implementation of the Strategic Plan's Living Green Strategic Pillar for Change and actions in the Living Green Master Plan.

## Work Plan

The Environmental Action Committee shall prepare a four-year Work Plan in cooperation with staff to be approved by General Committee and Council. At the beginning of each year, EAC will update the Work Plan and present an annual progress report to Council.

EAC will ensure Work Plans relate directly to the mandate and specific goals of the Committee. Work Plans shall support the City's environmental priorities (e.g. Strategic Plan, Living Green Master Plan and other environmental master plans) and be accomplished within budgetary capacity.

Work Plan status will be a standing EAC agenda item.

## Definitions

Not applicable

## Procedures and Frequency of Meetings

All Committees are subject to the Council Procedural By-law, which outlines the procedures for Council and Committee meetings.

([http://www7.mississauga.ca/documents/bylaws/procedural\\_by-law\\_2013.pdf](http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf))

The Environmental Action Committee will meet approximately ten (10) times per year, usually on the first Tuesday of every month (no meetings in January and August), or as determined by the Committee at the call of the Chair, or at the direction of General Committee.

## Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf).  
and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

The membership on the Mississauga Environmental Action Committee shall consist of appointments by Resolution of Council for Citizen Members, Stakeholder Members, and Council Members and will comprise of the following with voting rights:

### **Appointment of Members (by Resolution)**

- 3 Councillors
- 4 Citizens
- 4 Group Representatives from a broad range of environmental stakeholders (e.g. environmental interest groups, community groups, conservation authorities, school boards, post-secondary institutions, energy utilities, industrial and commercial businesses, business associations)
- 1 local university student (University of Toronto at Mississauga – UTM)
- 1 Peel Environmental Youth Alliance (PEYA) youth representative

Recruitment of citizens to be appointed to EAC will follow the Corporate Policy and Procedure for recruitment of Citizen Appointments to Committees, Boards and Authorities (Corporate Policy and Procedure 02-01-01).

The Term of Office for EAC members (with the exception of students) shall run concurrent with the term of Council, or until successors are appointed.

Students shall be appointed for one (1) year.

All members count towards quorum.

## Appointment of Chair and Vice-Chair

At the first meeting of the new term of the EAC, the members shall appoint, from among their number, a Chair and Vice-Chair.

## Role of the Chair

The role of the Chair is to:

1. Preside at the meetings of Environmental Action Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to Environmental Action Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and Environment Division in the City.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Director of the Environment Division on a regular basis.
7. Liaise with other EAC members on a regular basis.
8. Make deputations, presentations, etc. before General Committee or Council.

Notwithstanding the role of the Chair, other committee members may make deputations, presentations, etc. before General Committee or Council.

Despite the appointment of a Vice-Chair, the Chair may appoint an alternate (Acting) Chair in their absence.

## Role of the Vice-Chair

In the absence of the Chair, the Vice-Chair will chair meetings and act for the Chair as necessary.

## Role of Committee Members

The role of Committee Members is to:

1. Work collaboratively with City staff to develop a four-year Work Plan and prepare annual progress reports. Work Plans will ensure workload is manageable and appropriately shared between EAC members and staff.
2. Present annual progress reports to Council on behalf of EAC.
3. Ensure that the mandate of EAC is being fulfilled.
4. Engage the community in environmental action and be a community role model by participating in outreach opportunities that increase community knowledge/education with respect to priority environmental issues and

which accelerate community action or commitment to: tree planting, reducing stormwater runoff, energy conservation, waste reduction, taking active and alternative modes of transportation, local food production, reducing greenhouse gas emissions, water conservation, protecting and enhancing green spaces and other appropriate causes.

5. Conduct research to help inform environmental programs, outreach campaigns, by-laws, etc. that support the environmental direction in the Strategic Plan (particularly the Living Green Strategic Pillar for Change) and actions in the Living Green Master Plan.
6. Help build community partnership opportunities and leverage community networks to increase local environmental action.
7. Provide the Chair with solid, factual information regarding agenda items.
8. Advise on any controversial or significant environmental issues.
9. Notify the Committee Coordinator if they are unable to attend Environmental Action Committee meetings to ensure that quorum will be available for all meetings.

### **Subcommittees**

That, as per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

1. Subcommittees will be formed to deal with specific issues, and will make recommendations to the parent Committee. The recommendations of the subcommittee will be presented in a report at the next available EAC meeting.
2. Once the specific issue is dealt with the subcommittee shall cease.
3. All appointed members of the subcommittee have the right to vote.
4. The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

### **Staff Liaison**

City staff from key environmental positions within The Corporation, plus technical staff as required from time to time, will provide support for the reviews and activities of EAC.

### **Agency/Other Participants**

Representation from various agencies invited by the Committee and/or its Corporate staff liaison will not require appointment by Council Resolution.

### **Quorum**

1. Quorum of the Environmental Action Committee shall be reached with the presence of a majority of the appointed members, at a time no later than thirty (30) minutes past the time for which the beginning of the

meeting was scheduled and so noted on the agenda or notice of the meeting.

2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.