



GEORGINA ENVIRONMENTAL ADVISORY COMMITTEE (GEAC)

TERMS OF REFERENCE

1. GOAL

To provide information, advice and assistance to Council and staff of the Town of Georgina on environmental issues impacting the Municipality.

2. MANDATE

The Georgina Environmental Advisory Committee (GEAC) or “Committee” is an environmental advisory body that will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment in the Town of Georgina. The GEAC will utilize an ecosystem-based approach to:

- advise Council and staff of the Town of Georgina and seek public input on environmental issues referred from Council and/or staff;
- undertake projects on behalf of the Town of Georgina at the direction of Council;
- provide feedback to Council on issues initiated by the Committee in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein;
- undertake educational initiatives that promote environmental awareness in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

3. GENERAL ACTIVITIES

(i) Policy Review

At the request of the Town, the GEAC will provide input and comments on policies, procedures and regulations of the Town and the initiatives of government and non-government organizations that pertain to municipal planning and operations or environmental issues impacting the Town.

The GEAC may recommend and advise Council on policies to be developed and offer suggestions for the formulation of environmental policies, and comment on policies prepared by staff.

(ii) Review and Comment on Planning Act Matters

The GEAC shall review studies, plans, development proposals and other documents referred to the Committee by Council or staff and provide advice regarding their environmental implications.

(iii) Education and Public Awareness

The GEAC will undertake educational initiatives, both formally and informally, which will help raise the profile of the environment in the Town of Georgina, in accordance with the Council approved Action Plan, as set-out in Section 4 (iv) herein.

The Committee may act as a liaison group with non-governmental organizations and community organizations, including schools, for the purpose of public education and awareness.

(iv) Research

The GEAC will assist Council and staff in identifying research needs and environmental data gaps and assist in gathering data, undertaking research and formulating a strategy to improve the information available for private and public use.

4. MEMBERSHIP AND RESPONSIBILITIES

- (i) The GEAC shall be composed of a maximum of eight (8) members, including six (6) individuals who reside in the Town of Georgina and are appointed by Council. All appointed members are regarded as private citizens and do not represent any particular organization in their capacity as a member of the Committee. The composition of the Committee shall be as follows:
- One (1) Town Councillor;
 - One (1) Staff Liaison;
 - Six (6) citizens with professional expertise respecting environmental management and/or personal interest in the environment;
 - The Mayor, ex officio.
- (ii) Appointment of members to the Committee, other than the Councillor and Staff Liaison, shall be advertised to the general public. The appointment will be concurrent with the Term of Council.
- (iii) Annually, the Committee shall elect a Chair and Vice-Chair from its citizen appointees.
- (iv) Annually, the Committee shall prepare and submit for approval by Council, a year-end Activity Report that provides an overview of the work conducted by the Committee, as well as an Action Plan and a budget for the upcoming year.
- (v) The Chair shall vote on every motion. In the event of a tie vote, the motion is lost. The Staff Liaison member on the Committee shall not vote.
- (vi) The GEAC reports directly to Council, under the signature of the Chair, Vice-Chair or designate. Committee reports and communications will normally be directed to Council through the Director of Planning and Building. In addition, the Committee may also appear before Council as a delegation.

- (vii) New member appointees to the Committee shall receive an orientation session to be conducted by the Chair or Vice-Chair.
- (viii) Committee members will receive no remuneration for their involvement in Committee activities.

5. TOWN OF GEORGINA STAFF LIAISON

- (i) One (1) Staff Liaison shall be appointed to the GEAC and will be the conduit to provide administrative, procedural and/or technical assistance. The Staff Liaison will co-ordinate all requests, responses, departmental involvement and assist in the preparation of any reports, resolutions or replies as necessary.
- (ii) Under the direction of the Director of Planning and Building, secretarial and other support services will be provided on an as needed basis by the Town of Georgina. The Council will also provide a budget and this budget will be administered by the Director of Planning and Building. In addition, other funds may be requested of Council for special projects or undertakings.
- (iii) In carrying out the function of Staff Liaison and with respect to the provision of secretarial and other support services, the Planning and Building Department and the GEAC shall recognize and acknowledge staff's primary objective to deliver Planning Department services to Council and the public.

6. MEETINGS

- (i) The GEAC shall meet on a regular basis, as determined by the Committee at its first formal meeting. Meetings will be open to the general public and delegations will be welcomed. Delegations are required to notify the Staff Liaison or Chair at least one (1) week in advance to ensure they are placed on the agenda. If a delegation wishes to address the Committee but has not reserved an opportunity, they may do so at the discretion of the Committee.
- (ii) The Committee may not respond immediately to the presentations by delegations. Time will be taken to consider the points raised, to solicit other opinions or data and to formulate advice/recommendations for discussions at a future meeting.
- (iii) The Committee will strive for consensus on all issues, however, if consensus is not reached, minority views are welcomed on any issue and will be reflected in the Minutes of the meeting. A quorum will require greater than fifty percent of the voting membership and all motions properly put before the Committee shall be voted upon. All members will have one vote and a simple majority carries the motion. As a full member, the Chair is entitled to vote on any motion.
- (iv) Annually, the GEAC shall hold a minimum of one (1) joint meeting with the Georgina Agricultural Advisory Committee (GAAC) and additional joint meetings may be called by the respective Chairs on an as needed basis. In addition, the exchange of meeting minutes between the GEAC and the GAAC should take place on a regular basis in order for each Committee to gain a better understanding of each other's undertakings and current issues.

7. MINUTES AND AGENDA

- (i) The Minutes of each Committee meeting will be amended when necessary and adopted at the following meeting. When adopted, the Minutes will be passed on to Council as information.
- (ii) The Committee agenda will be prepared by the Staff Liaison in consultation with the Committee Chair and/or the Vice-Chair.

8. COMMITTEE RESOLUTIONS

- (i) Only resolutions as they appear in the adopted Minutes may be considered as officially representing the positions of the Committee.

9. AMENDMENTS TO THE TERMS OF REFERENCE

- (i) A recommendation to amend the Terms of Reference can be made by a motion endorsed by at least two thirds of the voting membership of the Committee.
- (ii) Proposed amendments to the Terms of Reference must be approved by Council.

10. PECUNIARY INTEREST

- (i) Members of the Committee having a pecuniary interest in any issue under consideration by the Committee shall declare the pecuniary interest to the Chair at the beginning of the meeting or at the earliest time known and shall not discuss or vote on the issue.

11. GENERAL CONDUCT

- (i) The meetings shall be conducted in accordance with the Procedural By-law as adopted by Council.
- (ii) Where deemed necessary by the Committee, sub-committees may also be established to conduct research and report back to the GEAC. Sub-committee members are not necessarily required to be Committee members but a GEAC member shall Chair sub-committee meetings. Sub-committees must report in a timely fashion to the GEAC.

12. REMUNERATION

- (i) \$40.00 per meeting, not to exceed ten (10) paid meetings per year.