

ENVIRONMENT AND SUSTAINABILITY COMMITTEE

Terms of Reference

December 2022

PURPOSE

The purpose of the Environment and Sustainability Committee is to act as an advisory body and to make recommendations to Council on environmental matters, and measures that will support the long term sustainability of the Town:

- 1) Provide Council with an Environmental perspective regarding Town and Utility facilities, programs, events and functions.
- 2) Provide Council with a Sustainability perspective regarding Town and Utility facilities, programs, events and functions.

AUTHORITY

The Environment and Sustainability Committee is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Sub-Committees for the better transaction of the business of the Committee.

MEMBERS – DECEMBER 2022

Chairperson, Councillor Judy Herlihy; Deputy Mayor Jill MacIsaac; Councillor Cory Stevenson.

STAFF ASSIGNMENT

Infrastructure Supervisor or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

MEETINGS

The first meeting of the Committee shall be determined by the Chair. The Committee shall further meet as determined by the Committee, at the Committee's first meeting, and determined by majority vote.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw* 2019-01.

A schedule of meetings shall be established by the Committee at the Committee's first meeting, and a minimum of four scheduled meetings shall be held per calendar year. Additional meetings may be called by the Chair as may be necessary.

Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

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Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the matters below.

- 1) Measures that will improve the quality of life and the environment within the Town.
- 2) The principles of sustainability and sound environmental practices in all Town and Utility functions and operations where appropriate and economically feasible.
- 3) Proposed and existing bylaws, policies, procedures and practices
- 4) Federal, provincial legislation/regulation applicable to the Town and appropriate Town responses to them.
- 5) Public educational initiatives pertaining to environmental/sustainability initiatives.
- 6) New developments or redevelopments in Town when referred by Council or the Planning and Development Committee.
- 7) Any other matters that may be referred to the Committee by Council from time to time.
- 8) Responsible for the following Bylaw:
 - a) Cosmetic Pesticides Bylaw #2022-01

FUNCTIONS

- 1) Provide advice and recommendations to Council on all Environmental and Sustainability matters.
- 2) Liaise with outside stakeholders, including government agencies, NGO's, academic institutions, businesses and resident groups to collaborate on environmental/sustainability matters.
- 3) Coordinate efforts between municipal committees to collaborate on environmental/sustainability matters.

REPORTING:

Decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall Procedural Bylaw #2019-01 for the conduct of its meetings and business

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Mayor Mervyn D. Lee
Mayor

Dec. 21/22
Date

CAF
CAO

Dec. 20/22
Date