



Town of Georgina Environmental Advisory Committee (GEAC)

Terms of Reference

1. Purpose

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

2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of eight (8) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.

3. Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Apply adopt environmentally conscious based decisions.
3. Advise Council and staff of the Town of Georgina and seek public input on environmental issues referred from Council and/or staff.
4. Undertake projects on behalf of the Town of Georgina at the direction of Council;
5. Provide feedback to Council on issues initiated by the Committee.
6. 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.

7. 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.
8. 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.
9. 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. Term & Membership Composition

1. Appointed by Council, the Committee shall consist of seven (7) members composed of:
 - a. One (1) member of Council;
 - b. Six (6) citizen appointments; who reside in the Town of Georgina with professional expertise respecting environmental management and/or personal interest in the environment.

To be eligible to make application and to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.

2. Under the direction of the Clerk's Division, secretarial support services will be provided by the Town of Georgina.
3. Under the direction of the Director of Development Services, other support services will be provided on an as needed basis by the Town of Georgina.
4. Resignations from the Committee must be in writing.
5. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
6. The office of a member becomes vacant if the member is absent from the meetings for three successive meetings without being authorized to do so by a resolution of the Committee.
7. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.

5. Remuneration

1. \$40.00 per meeting, not to exceed eight (8) paid meetings per year.

6. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GEAC.

7. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures.
2. Purchases will adhere to the Town's purchasing By-law or require the CAO's approval.
3. The budget will be administered by the Director of Development Services. Other funds may be requested of Council for special projects or undertakings.

9. Use of Town Logo/Letterhead

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall be approved by the Communications Manager and shall not bind the Town. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

10. Authority

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. The Committee has no decision-making authority. Recommendations to Council in the form of resolutions are required. Any information or action that binds the Corporation will require Council's approval.

11. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

12. Procedural By-Law

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

History: Amended by Council on August 15, 2018