



Environmental Advisory Committee

Terms of Reference

PURPOSE

The Environmental Advisory Committee (EAC) is an advisory committee to the Mayor and Council. (EAC) is to:

- Liaise with the community to identify and prioritize environmental issue projects;
- ~~Assist~~ Provide advice in the development of environmental policy, planning and initiatives;
- advise Council on environmental initiatives and programs;
- Enhance and facilitate public participation on environmental issues;
- ~~Participate in decision making and develop community based environmental programs and initiatives through recommendations to Council and;~~
- Promote conservation and stewardship of the environment.

LEGISLATIVE AUTHORITY

Municipal Government Act, Municipal Development Plan, Canada Environmental Protection Act 1999, Alberta Environmental Protection and Enhancement Act 2000.

REPORTS TO

Council.

ROLES & RESPONSIBILITIES

1. The Committee on an annual basis (either at the first meeting of each year or at the first meeting following Council's strategic planning retreat), review the Terms of Reference for the committee, and identify goals and priorities for the following year.
2. The actions of the committee are to align with Council's vision and assist in the execution of Council's goals as identified in the Strategic Plan.
3. To focus on water conservation, efficiency, and protection;
4. To assist in development of the annual "State of the Environment" report;
5. On an annual basis, review and make recommendations regarding all environmental initiatives;
6. To investigate and promote green construction, green energy sources, provincial programs, and federal programs supporting green technology;
7. Identify natural areas for preservation, restoration and rehabilitation;
8. To provide direction to County Administration, through Council regarding ongoing maintenance and stewardship of the environment;
9. To promote public awareness regarding environmental protection, conservancy, recycling, and other initiatives;

10. Review and assess current environmental programs and identify opportunities to enhance effectiveness, ~~To consider current environmental program decisions, come to conclusions on each-~~ and forward a report of results to Council;
11. Identify potential sources for in-kind contributions, sponsors and grants to support environmental projects.
12. To recommend to Council an annual budget for committee operations;
13. To monitor issues regarding the environment as they arise and forward recommendations to Council.
14. The Chairperson shall, on an annual basis, make a presentation to Council, either in writing or by formal presentation, regarding the work undertaken and the accomplishments to date of the committee.

MEMBERSHIP

1. Membership is open to any Parkland County resident and appointments will be made by Parkland County Council. The committee shall be composed of one (1) Parkland County Council member, one (1) alternate Council member, and at least eight (8) public members representing the following:
 - 1 youth
 - 1 construction industry
 - 1 commercial/industrial or residential developer
 - 1 environmental organization
 - 1 earth sciences or hydrogeology organization
 - 1 agricultural industry
 - 1 general public
 - 1 lake user
2. Parkland County's Public Committee Members Policy C-AD26 provides for the selection, appointment, removal, remuneration, and recognition of public committee members.

TERM OF OFFICE

Council member appointed annually at the organizational meeting for the following calendar year.

Public members appointed for two-year terms.

CHAIRMANSHIP

Chosen by members annually.

MEETINGS

1. Meetings will be held a minimum four (4) times and maximum twelve (12) times per year.
2. A quorum of the committee shall be a majority of the members.
3. Decisions are encouraged to be made by consensus. If a vote is required on any question, all members in attendance, including the Council representative, shall vote.
4. Minutes of all meetings of the Committee shall be kept by a County employee acting as recording secretary.

TERMS OF REFERENCE

As established by Parkland County Policy C-PD04.

ROLES AND DUTIES OF ADMINISTRATION

1. Administration shall orientate public committee members with regards to the Terms of Reference and roles of committee members and administration.
2. Administration shall attend meetings to provide guidance and assistance in accordance with the Terms of Reference, and to take minutes.
3. Agendas will be prepared by administration, in consultation with the appointed Council member and Chairperson, which will be provided to all members one week in advance of the meeting.

*Last Reviewed: October 2013
Council Approved: July 5, 2011
Refer to Policy C-PD04*