



Brock Environmental Advisory Committee (BEAC)

Terms of Reference

1. Purpose

- 1.1 The Township of Brock Environmental Advisory Committee (BEAC) will promote the preservation, conservation, protection and enhancement of the natural environment within the Township of Brock in order to improve the quality of life for all residents.

2. Mandate

- 2.1 Promote the preservation, conservation, protection and enhancement of the natural environment in the Township of Brock;
- 2.2 Assist the Township of Brock and the Lake Simcoe Region Conservation Authority with the implementation of community projects;
- 2.3 Examine and comment on Township policies relating to environmental issues;
- 2.4 Assist with public outreach and education regarding environmental issues (e.g. Waste Reduction, anti-idling, climate change, etc.); and
- 2.5 Support the implementation of the Town of Brock Energy Conservation and Demand Management Plan and other environmental related policies or plans.

3. Term

- 3.1 Membership on the BEAC shall be concurrent with the term of Council.

4. Composition

- 4.1 Council shall attempt to ensure that the Brock Environmental Advisory Committee is comprised of seven (7) voting members appointed by Council.
- 4.2 Depending on the level of interest expressed by individuals and the need to have representatives from different sectors as members, Council may, at its discretion, reduce or increase the number of Committee members.
- 4.3 When considering appointments to the BEAC, Council shall also attempt to ensure representation from all wards of the Township.
- 4.4 A minimum of one member of Council shall be a voting member of the BEAC.
- 4.5 The Mayor is a non-voting ex-officio member of the BEAC.

5. Staff Support

- 5.1 The BEAC will receive administrative support from the Clerk's Department. This will include the recording of minutes, preparation of agenda, support necessary to convene a meeting and other support as may be necessary from time to time.

6. Membership Selection

- 6.1 At the beginning of each Council term, the Township of Brock shall place an advertisement within the newspaper and on its website requesting expressions of interest from individuals who are residents of the Township of Brock.
- 6.2 Applicants shall be required to submit a written expression of interest outlining their reasons for applying and whether they have any environmental background or experience.
- 6.3 Council may also receive applications for membership and may appoint members to the BEAC at any time throughout its term.
- 6.4 Upon receipt of applications, Staff shall review all expressions of interest, and consider all candidates' qualifications.
- 6.5 Staff will provide a report to Council with recommendations for appointments to the BEAC.
- 6.6 The Township of Brock Term Limits – Advisory Boards and Committees Policy shall be taken into consideration when selecting members to BEAC.

- 6.7 All persons appointed to the BEAC shall attend a mandatory Advisory Board and Committee Training prior to their first meeting.
- 6.8 All members appointed to the BEAC shall be required to adhere to the established by-laws, policies, and procedures of the Corporation of the Township of Brock that pertain to the Brock Environmental Advisory Committee.

7. Chair/Vice-Chair

- 7.1 A Chair, whose responsibility will be to chair the meetings in accordance with the Township's procedural by-law, shall be selected by the Committee at the start of each Council term and two years thereafter (each Chair shall be appointed for a two year period).
- 7.2 A Vice-Chair shall also be selected for the same term as the Chair and shall act as Chair when the Chair is absent or unable to fulfill his/her duties.

8. Meetings of BEAC

- 8.1 The Committee shall hold a minimum of four (4) meetings per year. A schedule of meetings shall be established on an annual basis by the Committee at the final meeting of each calendar year. Meetings shall be scheduled at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the *Municipal Act*, notice of meetings shall be posted on the municipal website.
- 8.2 A member of the Clerk's Department shall act as recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas. Should a member of the Clerk's Department be unable to fulfill these duties, the Committee shall appoint an acting secretary.
- 8.3 All meetings of the Committee shall be open to members of the public.
- 8.4 The Committee may participate in meetings with the Brock Environmental Advisory Committees (BEACs) of surrounding area municipalities at a frequency mutually established by all committees. The purpose of such meetings shall be to share best practices and enhance cross-border collaboration.

9. Quorum

- 9.1 A quorum shall consist of a simple majority of appointed voting-members.
- 9.2 If there is no quorum after fifteen (15) minutes of the scheduled start time, the meeting will be cancelled and/or rescheduled.

10. Annual Work Plan/Budget

- 10.1 Council and the BEAC shall work jointly in developing an annual work plan. The allocation of fiscal resources necessary to implement the work plan shall be at the discretion of Council.
- 10.2 The BEAC shall attend as a delegation before Council to present its accomplishments and work plan at the end of each year. Additional reports or deputations to Council shall be provided, as required.

11. Conflict of Interest

- 11.1 A conflict of interest may arise for Committee members when their personal business interests conflict with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the *Municipal Conflict of Interest Act* will apply to the Committee.

12. Reimbursement of Expenses

- 12.1 It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services.
- 12.2 All Committee members are considered volunteer positions.

13. Attendance Policy

- 13.1 Each member of the BEAC shall assume an active role in the Committee's activities. After three (3) consecutive absences, the Chair or staff member shall follow-up with the absent member to determine the cause of the absences. Members who miss three (3) consecutive meetings without providing reasonable cause and/or who are not fulfilling their respective responsibilities, as determined by the Committee, will be deemed to have forfeited their membership.

**Approved by Committee of the Whole on September 21, 2020 Resolution No. 26-7.*