

Terms of Reference

Cambridge Environmental Advisory Committee

1. Name

The name shall be the Cambridge Environmental Advisory Committee (CEAC).

2. Purpose

To advise and inform Cambridge City Council of ways to protect, maintain and enhance the natural environment in harmony with the built environment. This will be done in a manner consistent with the City's Strategic Plan. The Committee will work in concert with the Regional Municipality of Waterloo's Environmental and Ecological Advisory Committee and will not duplicate their role and function.

3. Mandate

The Cambridge Environmental Advisory Committee was formed as an outgrowth of the work of the Cambridge Environmental Task Force in 1990 – 1991. Council accepted the Action Plan of the Task Force in October, 1991 for implementation. The Committee is expected to build upon the work initiated by the Environmental Task Force.

The CEAC believes that the natural environment is not only important for its own uniqueness or sensitivity, but it also performs vital functions which directly affect human health and the well-being of society. It also recognizes that the natural environment is not static, but changes over time through succession and in response to external forces such as climate change. This is a recognition not only of the importance of the work of the Committee but also the limitations on its ability to change some things beyond its influence.

Given the above, the mandate of the Committee is set out as follows:

- a) decisions made today which protect, maintain and enhance the natural environment will positively affect the quality of life for future generations;
- b) education, communication and cooperation can minimize negative impacts on the natural environment caused by human action;
- c) proactive approaches to environmental protection are much more effective than mitigation efforts; and

- d) protection of natural environments can have direct and measurable effects in financial terms, such as the protection of groundwater recharge areas for the long term quantity and quality of our drinking water supply.

4. General Activities

The Cambridge Environmental Advisory Committee may:

- a) consult and interact with parties having an interest in the natural environment, including property owners, the business community, government agencies, Council-appointed advisory committees, school boards and public interest groups;
- b) undertake educational initiatives which raise the profile and understanding of the natural environment;
- c) provide input and comment on policies, procedures, regulations and resources of the City of Cambridge and other bodies (e.g. government agencies) which pertain to the natural environment; and
- d) serve as a forum to review, comment and advise Council on issues of general environmental concern. Such issues may be raised by Council, a CEAC member or the general public. In order to be placed on the agenda, a brief outline of the issue should be filed with the Senior Planner – Environment who will place the item on the agenda for the next suitable CEAC meeting. At that meeting, CEAC will determine whether to accept the topic for consideration. If it does, then, CEAC will appoint a subcommittee who will report on the issue in the normal fashion.

5. Responsibilities and Opportunities

The Cambridge Environmental Advisory Committee will, upon request of Cambridge City Council or the Deputy City Manager – Community Development, undertake the following:

- a) submit an Annual Report by December 31 to Cambridge City Council including a summary and evaluation of activities during the year;
- b) submit a Work Plan for the coming year for approval by Cambridge City Council with the Annual Report;
- c) through consultation with Planning Staff and particularly the Senior Planner – Environment, develop a program for its input into statutory official plan reviews;
- d) participate in a natural areas inventory and other environmental research which will increase and improve the information base available to Cambridge City Council;

- e) be consulted directly by a proponent as part of the environmental assessment process for public-sector undertakings subject to the Environmental Assessment Act. If CEAC has major concerns with the undertaking as proposed, to the extent where they would recommend the project not proceed, Cambridge Council will be advised of this situation and be requested for a City of Cambridge position;
- f) be consulted as part of the public review for watershed and subwatershed planning exercises to advise Cambridge City Council, as required; and
- g) review generic terms of reference for and findings from various environmental studies required by the City of Cambridge (e.g. Environmental Impact Statement Guidelines, Stormwater Management Policies and Guidelines, etc.).

6. Composition

The CEAC shall be composed of the following:

- Ten (10) citizens chosen on the basis of their expertise, interest in and/or familiarity with the local natural environment. Expertise in one or more of the following areas would be particularly desirable: water resources; forestry; biology; climatology; economics; urban design; and community development (volunteerism); and
- One (1) Council Representative.

The members of the CEAC shall serve in a volunteer capacity, with no remuneration.

7. Support

Administrative support, including meeting co-ordination, liaising with staff, and compiling minutes from the CEAC, will be provided by Staff of the Community Development Department.

8. Term of Office

Unless otherwise legislated, membership on CEAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

a) Appointment

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

b) Duration of Appointment

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on CEAC.

9. Meetings

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the CEAC may attend the closed session of the Committee.

Date and time of meetings will be determined by CEAC members.

10. Agendas

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the CEAC.

Agendas will be posted on the City's website.

11. Minutes

Minutes of each meeting will be recorded and distributed to CEAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the CEAC will be reported out to Council.

Approved minutes will be posted on the City's website.

12. Delegations

Delegations are welcome to attend meetings of the CEAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

13. Meeting Procedures

a) Quorum

Quorum will be a simple majority of the CEAC members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during

a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If quorum is still not achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

b) Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on the CEAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

c) Conflict of Interest

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

14. Code of Conduct

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

15. Review

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

a) Updates

Last Updated: 15-03-2019