

THE TOWNSHIP OF THE NORTH SHORE

ENVIRONMENTAL COMMITTEE TERMS OF REFERENCE

Approved by Council on November 5th, 2025

1. ESTABLISHMENT

In accordance with the Township of The North Shore Strategic plan, section 4.0, and by Resolution dated November 5th, 2025, Council has established a Committee to be known as the “Township of The North Shore Environmental Committee” for the 2022-2026 Council term to:

- a) Preserve the Community
- b) Enhance the Community
- c) Advocate for the Community
- d) Make recommendations to Council regarding Environmental related concerns and topics

2. DEFINITIONS

In these terms of Reference:

- a) “Chairperson” means the appointed person presiding at and preparing the agenda for a meeting.
- b) “Clerk” means the person duly appointed as such to assist in carrying out his or her duties under these Terms of Reference.
- c) “Community member” means a Canadian citizen who is 18 years of age or older and is either:
 - a resident or tenant of the Township of The North Shore,
 - an owner of property in the Township, or
 - the spouse or partner of such a resident, tenant, or owner
- d) “Council” means the Municipal Council for the Township of The North Shore
- e) “Council Representative” means the person who has been appointed as the representative of Council
- f) “Environmental Committee” means the Environmental Committee established by Council resolution dated November 5th, 2025
- g) “Secretary” means the appointed person who takes minutes and assists with preparing the agenda for a meeting.

3. PURPOSE

The purpose of the Environmental Committee is to act as a working group for Council regarding matters pertaining to environmental discussions or concerns that directly affect the Township of The North Shore.

The Environmental Committee will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment including the shoreline and water system and how the Township of The North Shore community can safely engage with that environment in a way that improves health and wellbeing.

4. SCOPE OF COMMITTEE

4.1 - The Environmental Committee will provide advice on or make recommendations to Council on:

- Developing ways to further conserve and protect the natural environment, including improvements to existing and future Township of The North Shore programs, services, policies and planning
- Requesting input from the public and community partners concerning areas of improvement and future protection of the natural environment, where and when necessary
- Strategies to ensure that the community engages in action-oriented strategies that are aligned with the principles of relevant Township of The North Shore and Provincial policies and strategies.

4.2 - The Committee will review studies, plans, development proposals and other documents referred to the Committee by Council or Staff and provide advice or recommendations to Council regarding their environmental implications

4.3 - The Committee will research and gather information on best environmental practices for the Township of The North Shore community, with a focus on changes that can be made at the Municipal level.

4.4 - The Committee will co-operate with other governmental agencies, community groups, and Committees of Council in the advancement of environmental related matters or concerns that pertain to or directly affect the Township of The North Shore, as directed by Council.

5. MEMBERSHIP, APPOINTMENT AND TERM

5.1 - The Environmental Committee may consist of up to six (6) members, including:

- a) One (1) representative from Council.
- b) Up to five (5) representatives as community members of the Township of the North Shore.

5.2 - Appointments to the Environmental Committee shall be made as follows:

- a) One (1) member of Council shall be appointed as the Council representative, on a 1-year term (November to November, with the exception of an Election year, or if the Chairperson of the time resigns).
- b) Council shall appoint up to five (5) representatives from the public who are residents of the Township of the North Shore, and who will constitute as voting members for the Environmental Committee.

5.3 - At the 1-year mark, a new Council member may be appointed by Council as the Council Representative, or the existing Council Representative may put their name forward to be re-appointed. A formal Resolution is to be adopted by a majority vote.

5.4 - Council may, at any time, remove any member of the Environmental Committee by Council Resolution. Alternatively, the Chair of the Environmental Committee may bring forward a recommendation for the removal of the Committee member to Council for consideration.

Reasoning for removal may include:

- The Committee member is absent for three successive Committee meetings without being authorized to do so by a Resolution of the Committee
- The Committee member violates the Terms of Reference for the Environmental Committee
- The Committee member violates the Township of The North Shore Procedure By-Law
- The Committee member violates Township of The North Shore policies and procedures

5.5 - Any member of the Environmental Committee may resign therefrom at any time upon sending written notice to the Chairperson of the Environmental Committee.

5.6 - The Term of the Environmental Committee, with the exception of Council members, shall be for the term of Council.

5.7 - All members of the Environmental Committee shall serve without remuneration.

6. CHAIRPERSON AND SECRETARY

6.1 - The Chairperson and the Secretary shall be determined by the Environmental Committee each year (as a 1-year term) and a formal Resolution by the Environmental Committee for each position is to be adopted by a majority vote.

6.2 - If there are no members of the Environmental Committee (including the Council Representative) that put their name forward for appointment as the Chairperson, the Council Representative will automatically assume the role of Chairperson for the 1-year term.

a) In the case where it is scheduled that a new Chairperson is to be appointed, the meeting to appoint will be held previous to the 1-year term ending.

b) If any resignation/vacancy in the office of Chairperson should occur during the 1-year term for any reason, the members of the Environmental Committee shall elect a new member to fill the position for the remainder of the 1-year term at the Environmental Committee's next scheduled meeting.

6.3 - If the next scheduled meeting is not scheduled within seven (7) days of the resignation/vacancy notification, a special meeting will be called to be scheduled within seven (7) days of the resignation/vacancy notification by the Secretary.

6.4 - The Secretary shall call the meeting to order to appoint a new Chairperson of the Environmental Committee after receiving a resignation/vacancy notice and act as the Chairperson until the appointment is made, to which the new appointed Chairperson will assume the role of presiding official and shall preside over the remainder of the meeting.

7. MEETING PROCEDURES

a) The Environmental Committee shall abide by the procedures and limitations included in the Township of The North Shore Procedural By-law 19-13 as well as the Township of the North Shore's Code of Conduct, and Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

b) The following attendance of members of the Environmental Committee at a meeting shall constitute a quorum:

Committee of 6 members – 4 members needed at meeting for quorum.

Committee of 5 members – 3 members needed at meeting for quorum.

Committee of 4 members – 3 members needed at meeting for quorum.

Committee of 3 members – 2 members needed at meeting for quorum.

If there is no quorum present within 15 minutes of the scheduled time of the meeting, the Secretary must:

- i) Record the names of those present and absent and:
- ii) Adjourn the meeting until the next scheduled meeting date.

c) Minutes of the Environmental Committee meeting must be recorded and are to be signed by the Chairperson and the Secretary after the Environmental Committee approves them. Original signed minutes will be forwarded to the Clerk for safekeeping and posted on the Township's website for public viewing.

d) The Environmental Committee meetings will not formally be scheduled for the year but may instead be decided by the Committee during a meeting or will be held on an as-needed basis at the call of the Chairperson.

e) Members must abide by the Pecuniary Interest provisions of the Township of The North Shore. Members who have a direct or indirect financial interest in a matter under discussion are not permitted to participate in the discussion of or the voting of the matter. The member must declare their conflict in writing, stating the general nature of their conflict, and then leave the part of the meeting where the matter is under discussion. Declaration must be noted in the minutes and the declaration in writing shall be provided to the Clerk.

f) All members of the Environmental Committee, including the Chairperson, vote on every question unless they have declared a Pecuniary Interest. Members who do not indicate their vote are deemed to have voted against the question. If the votes are equal for and against, the resolution is defeated.

g) The Chairperson or Secretary shall prepare the Environmental Committee agenda and forward the completed agenda and all required backup to the Clerk. The Clerk will ensure the agenda package is scanned and forwarded back to the Chairperson and will have the agenda package posted to the Township's website.

The agenda with backup items shall be provided to the Clerk as soon as possible to ensure that notice of the meeting can be provided to the public at least 24 hours before the next scheduled meeting.

It is recommended that the report template provided with the Terms of Reference be utilized for reports from Environmental Committee members that are to be included on the agenda.

The agenda will be distributed by the Chairperson to the Environmental Committee members via email, unless otherwise requested by an Environmental Committee member, at least 24 hours before the next scheduled meeting. It is the responsibility of the Chairperson to contact Committee members when a meeting is called, cancelled, or rescheduled.

h) A meeting may be cancelled by the Chairperson if one of the following instances occurs:

- Meeting quorum cannot be achieved
- In the event of an unforeseen or significant event, which may include an emergency or safety concern, loss of heat/electricity/water, the Chairperson is unable to attend the meeting, there have been no reports received for the meeting/the meeting has become redundant.

If a meeting is cancelled, the Chairperson will notify the Environmental Committee members as soon as possible, and the Clerk as soon as possible who will then provide notice to the public.

i) Committee members who are unable to attend any scheduled or special meetings shall inform the Chairperson

8. RECOMMENDATIONS

8.1 - The Chairperson shall forward recommendations from the Environmental Committee to the Clerk for Council to review and deliberate on at the next scheduled Council meeting regarding matters pertaining to environmental discussions or concerns that directly affect the Township of The North Shore, with any decisions or directed by Council that can be made at the Municipal level to be by Council Resolution.

9. PUBLIC RELATIONS

9.1 - The Chairperson is responsible for communication with members of the media, if appropriate.

9.2 - Protesting, picketing, or any other similar activity that is performed by a Committee member, who is acting as an Environmental Committee member on behalf of the Township of The North Shore during the activity without the permission or direction of Council, is prohibited.

9.3 - The Chairperson and the Environmental Committee members must convey the public interest and remember that they represent the Township of The North Shore.

11. COMMITTEE MEMBERS AND VOLUNTEERS

a) The Township of The North Shore's liability insurance protects both the Township and the Committee member or volunteer against claims from third parties while the Committee member or volunteer is performing volunteer activities. This does not cover loss or damage to the volunteer's property. There is no cost to the volunteer for this liability coverage.

b) Volunteers or Committee members are not authorized to use Township vehicles, and the Township does not provide auto liability coverage for a volunteer or Committee member's personal vehicle driven on behalf of the Township during their volunteering duties.

c) The Workplace Safety and Insurance Board does not provide coverage for volunteers or Committee member. Any person incurring injury or illness while volunteering will not be covered by the Township's WSIB policy.

d) The Township does not provide volunteers or Committee members with insurance for accidental death or dismemberment, nor for medical and dental expenses, nor wage loss as a result of an accident incurred by the volunteers. There is no group life insurance provided to volunteers.

e) All Committee members and Volunteers are required to sign a "Release and Waiver of Liability" form before each volunteer opportunity.