

TERMS OF REFERENCE

OFFICIAL NAME

Blind River Ecological Resource Sub-Committee

PURPOSE

The Ecological Resource Sub-Committee advises the Public Services Committee and Council for the Town of Blind River on matters pertaining to the environment, recycling and climate change. The Ecological Resource Sub-Committee, upon receiving the approval of the Public Services Committee and Council, promotes environmental awareness through programs and initiatives designed to further implement “green” best practices throughout the community.

TERM

This Terms of Reference is effective from June 5th 2017, the date of its approval by Council. It shall remain in effect until amended by the Sub-Committee and approved by Council, or until the Sub-Committee is dissolved by resolution of Council.

This Terms of Reference shall be reviewed during the first meeting of the Sub-Committee each February after the annual appointment of its volunteer members by Council.

MEMBERS

- Voting members of the Ecological Resource Sub-Committee must be residents of the Town of Blind River who are at least eighteen years of age.
- Residents who wish to serve on the Sub-Committee must complete a volunteer application form and submit it to the Municipal Office by the December deadline.
- Members of the Sub-Committee shall be appointed by Council in January of each year and serve a one-year term from January to December.
- Sitting members may re-apply to serve on the Sub-Committee by submitting a volunteer application form to the Municipal Office by the December deadline.
- If a vacancy should occur on the Sub-Committee during the calendar year, interested residents must complete and submit a volunteer application form once the vacancy has been advertised on the website for the Town of Blind River.
- Residents who apply to serve as members of the Ecological Resource Sub-Committee are appointed by Council based upon their awareness of environmental issues, their willingness to contribute as active members of the Sub-Committee and their ability to adopt a community-wide perspective.
- The Ecological Resource Sub-Committee shall consist of two (2) Councillors, staff personnel and five (5) community volunteers appointed by Council.
- The total number of members of the Ecological Resource Sub-Committee shall not exceed seven (7).

ROLES AND RESPONSIBILITIES

The Ecological Resource Sub-Committee shall act as an environmental advisory group to:

- Make appropriate recommendations about relevant environmental topics, projects and programs to the Public Services Committee for consideration by Council for the Town of Blind River.
- Propose initiatives to encourage Blind River residents and businesses to reduce waste and to recycle, reuse and recover resources.
- Explore opportunities for the improvement of environmental awareness and conservation in the community.
- Make recommendations for the communication of environmental best practices to residents and local businesses.
- Assist with environmental projects such as Community Clean-Up Day and Hazardous Waste Disposal Day.
- Identify opportunities for collaboration with other municipal committees, agencies and organizations to support environmental initiatives in the community.
- Serve as a liaison group on environmental issues between Blind River residents, the Public Services Committee and Council.
- Promote, with the approval of the Public Service Committee and Council, environmental initiatives and conservation programs.
- Monitor federal and provincial legislative changes that apply to current environmental programs in the community.
- Support, with the approval of the Public Services Committee and Council, the strategy for a waste-free Ontario and the transition to a circular economy in the province.

The members of the Ecological Resource Sub-Committee shall be responsible for:

- Acting only with the approval of the Public Services Committee and Council for the Town of Blind River.
- Attending all scheduled meetings of the advisory group.
- Developing a five-year plan and reviewing the five-year plan on an annual basis.
- Volunteering to assist with environmental projects such as Community Clean-Up Day and Hazardous Waste Disposal Day.
- Sharing information about environmental initiatives with all Committee members.
- Representing all residents of Blind River regarding environmental and ecological subjects.

MEETINGS

- Meetings of the Ecological Resource Sub-Committee shall be chaired by one of the Councillors appointed by the Mayor of the Town of Blind River.
- A quorum shall be 50% plus one of the voting members present for a meeting.
- Regular meetings of the Ecological Resource Sub-Committee shall be held in the Council Chambers of the Town of Blind River at 3:00 p.m. on the third Tuesday of the following months: February, March, April, May, June and September.
- Notice of Sub-Committee meetings shall be given on the website for the Town of Blind River.
- All meetings of the Sub-Committee shall be open to the public.
- The Chair may cancel or reschedule a Regular Meeting of the Sub-Committee.
- A Special Meeting of the Sub-Committee may be called by the Chair on a relevant item and identified in the calling of the meeting.
- The Secretary for the Sub-Committee shall be responsible for preparing the agenda for a regular meeting. The Agenda shall be reviewed by the Chair and the Clerk/Administrator for the Town of Blind River prior to its distribution to Sub-Committee members.
- Members of the Sub-Committee shall notify the Secretary no later than one week prior to a regular meeting if they wish to include items under “New Business” on the Agenda. Members shall also provide the Secretary with any relevant documents pertaining to items under “New Business” so that they can be duplicated and attached to the Agenda for the consideration of all Committee members.
- Members of the Sub-Committee shall notify the Secretary, either by email or telephone, or in person, no later than 3:00 p.m. on the Monday prior to a scheduled meeting, if she/he will not be available to attend the meeting.
- The Secretary shall inform all Sub-Committee members no later than 11:00 a.m. on the Tuesday of a scheduled meeting if there is a lack of quorum.
- If a member of the Sub-Committee is absent from three consecutive meetings without cause or notification to the Secretary, she/he will be asked to tender his/her resignation.
- Procedures of the Ecological Resource Sub-Committee shall adhere to those outlined in By-Law No. 2016-67 for the Corporation of the Town of Blind River.