

Windsor Essex County Environment Committee (WECEC)

Terms of Reference and Mandate – September 2019

Introduction/Preface

The purpose of the WECEC is to provide advice on environmental issues to the City of Windsor, County of Essex and its area municipalities.

Mandate

- WECEC was established as a volunteer advisory committee through resolutions of Windsor City Council and the County of Essex within the meaning of the Municipal Act, 2001, S.O. 2005, c.25 (the 'Act')
- WECEC receives referrals to address specific environmental concerns from the City of Windsor, County of Essex and its area municipalities, as well as,
- WECEC is proactive and will advise on matters identified through its own initiative.
- All recommendations will be approved by City/County Council prior to making any recommendations to a third party and/or private agency.

Review

The Terms of Reference will be reviewed on an annual basis as part of the establishment of the annual work plan. Any changes will be put forward as recommendations to City and County Council for approval.

Composition/Membership

WECEC will be comprised of **twelve (12)** members of which two (2) members will be from County Council and two (2) members will be from City Council.

Duties and Responsibilities

The scope of WECEC will include activities of primary responsibility for which an annual work plan will be developed, such as:

- developing policies for consideration by the City and County regarding ongoing environmental concerns,
- develop responses related to Federal and Provincial actions in public and private undertakings affecting the ecosystem to be forward to City and County Councils,
- identify and examine issues and new alternatives of an ecological nature that may affect the natural environment of the region and to advise City and County Councils on such matters,
- review and provide advice regarding the environmental implications of studies, plans, proposals and other documents as may be referred to the Committee,
- to advise on and recommend studies that could assist in increasing awareness of environmental concerns; solutions to environmental problems and/or enhance environmental conditions in the region,
- ~~report annually on the state of the regional environment, and provide the report to City and County Council,~~

- liaise with other organizations, committees, and agencies with similar interest in protecting and preserving the natural environment of Windsor and the County of Essex,
- coordinate partnership funding by collecting funds from organizations, committees and agencies to further collaborative environment projects for Windsor and Essex County,
- participate in other committees where WECEC is required or suggested by the City of Windsor and County of Essex and its area municipalities.

The scope of WECEC may include activities of secondary responsibility that will be conducted in partnership with other organizations, committees and agencies, such as:

- identify and implement community outreach activities which support the growth of environmental awareness and appreciation,
- provide advice on regional environmental resources,
- provide advice on regional environmental data.

Appointment and Term

In Accordance with Section 22.2 of the Procedure By-Law 98-2011, Appointment of members to Committees may be for any duration up to and including the full term of the Council, or until their successors are appointed.

Absenteeism

Any member who is absent from 3 consecutive meetings without expressing regrets will be deemed to have resigned from the Committee.

Agenda and Minutes

In accordance with the City Of Windsor's Procedure By-Law 98-2011, the Committee Chair will review, identify, and prepare agenda items and priorities prior to each meeting. Though the Committee Chair is responsible for conducting meetings and providing direction, they are to ensure a fair and open discussion of agenda items, enabling members to suggest items for the agenda.

Minutes shall be taken of all Committee meetings by a designate of the City Clerk who shall subsequently distribute them as soon as possible to all Committee members.

All matters related to recording and distributing the Minutes shall comply with the City of Windsor Policies governing the recording and distribution of the Minutes of a Committee of City Council.

Rules of Order/Operations of the Committee

Elections and meetings will be conducted in accordance with Bourinot's Rules of Order and the City of Windsor's Procedural By-Law 98-2011.

- In camera discussions will only be held in strict compliance with procedural by-laws.

- WECEC will see to achieve consensus on decisions. Recommendations are “carried” if supported by a majority. Only resolutions as they appear in the adopted minutes may be considered as officially representing the position of WECEC.
- WECEC will advise respective staff of the City of Windsor and County of Essex by resolution on matters that were referred to them.

Reporting Structure/Frequency of Meetings

The Windsor Essex County Environment Committee (WECEC) reports to the Environment, Transportation & Public Safety Standing Committee, City Council and Essex County Council.

Meetings will be held bi-monthly and are open to the public. Additional meetings can be called by the Chair.

Resources to the Committee

- The Committee will have an annual budget comprised of contributions from the City of Windsor and the County of Essex.
- Administrative Support will be assigned through the City of Windsor, Council Services.

Remuneration

Advisory Committee members receive no compensation for their service on the City’s Advisory Committees.

Quorum

The Quorum of the Windsor Essex County Environment Committee is **7** members.