

**REPORT NO. 295 of the
ENVIRONMENT, TRANSPORTATION & PUBLIC SAFETY
STANDING COMMITTEE**
of its meeting held August 26, 2015

Present: **Councillor Fred Francis**
 Councillor Chris Holt
 Councillor Hilary Payne (Vice Chair)
 Councillor Paul Borrelli

Regrets: **Councillor Bill Marra**

That the following recommendations of the Environment, Transportation and Public Safety Standing Committee **BE APPROVED:**

Moved by Councillor Francis, seconded by Councillor Borrelli,
That the revised Terms of Reference and Mandate for the Windsor-Essex County Environment Committee dated July 2015 **BE APPROVED.**
Carried.

Clerk's Note: Report No. 91 of the Windsor-Essex County Environment Committee is attached as background information.

Mandate/Terms of Reference

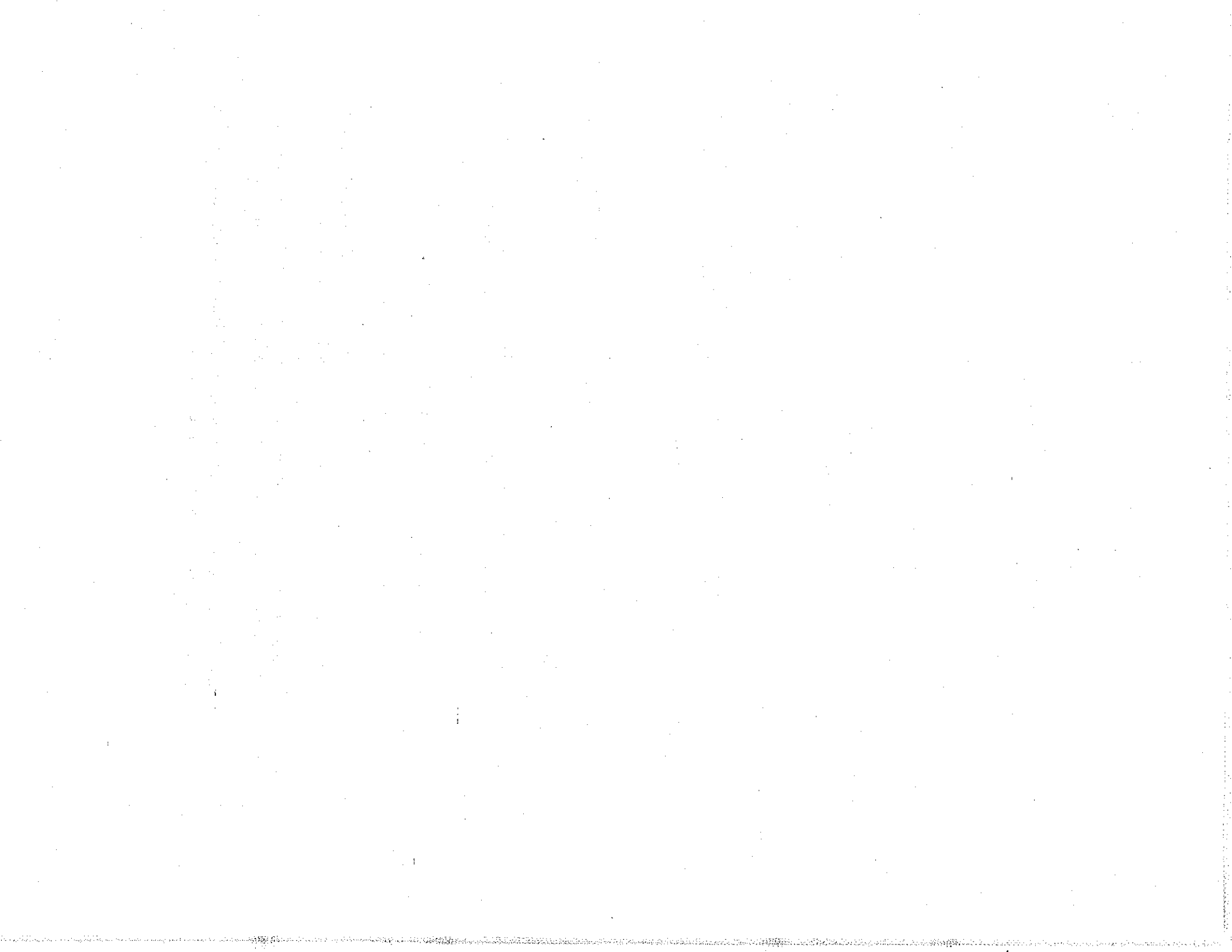
Clerk's Note: In an effort to ensure consistency in all Terms of Reference/Mandates for committees of Council, Council Services has undertaken an exercise to add headings within each document such as:

- Reporting Structure (respective Standing Committee),
- Remuneration (to identify no remuneration),
- Appointment and Term (commiserate with City Council term), etc.

The majority of changes to the Terms of Reference/Mandates are essentially "housekeeping" matters to ensure accuracy and changes to governance, i.e. standing committees.


Furthermore, each committee, at the beginning of their term, have been asked to review the terms of reference/mandate, and to provide any suggested updates for Council's consideration.

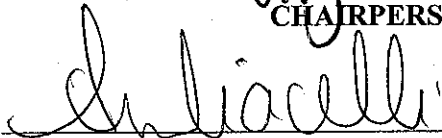
Below is a summary of what is being proposed in terms of additions, revisions and/or deletions from the existing Council-approved terms of reference/mandate:



| <i>Existing Mandate/Terms of Reference</i> | <i>Revised Mandate/Terms of Reference</i> | <i>Comment</i> |
|---|---|---|
| Conduct an annual performance evaluation of the WECEC Coordinator | | Deleted —Part of Performance Appraisals conducted by Administrative Supervisors |
| Composition and Selection of Members WECEC will be comprised of nineteen (16) members of which two (2) members will be from County Council and two (2) members will be from City Council. | Composition/Membership WECEC will be comprised of eleven (11) members of which two (2) members will be from County Council and two (2) members will be from City Council. | Changed-- Composition/Membership reduced to 11 members, reference to sectors was removed. |
| | All recommendations will be approved by City/County Council prior to making any recommendations to a third party and/or private agency. | Added —was not detailed in Current Mandate/Terms of Reference |
| | Any member who is absent from 3 consecutive meetings without expressing regrets will be deemed to have resigned from the Committee | Added —was not detailed in Current Mandate/Terms of Reference |
| Meetings will be held monthly and are open to the public. Additional meetings can be called by the Chair. | Meetings will be held bi-monthly and are open to the public. Additional meetings can be called by the Chair. | Changed —for administrative purposes |

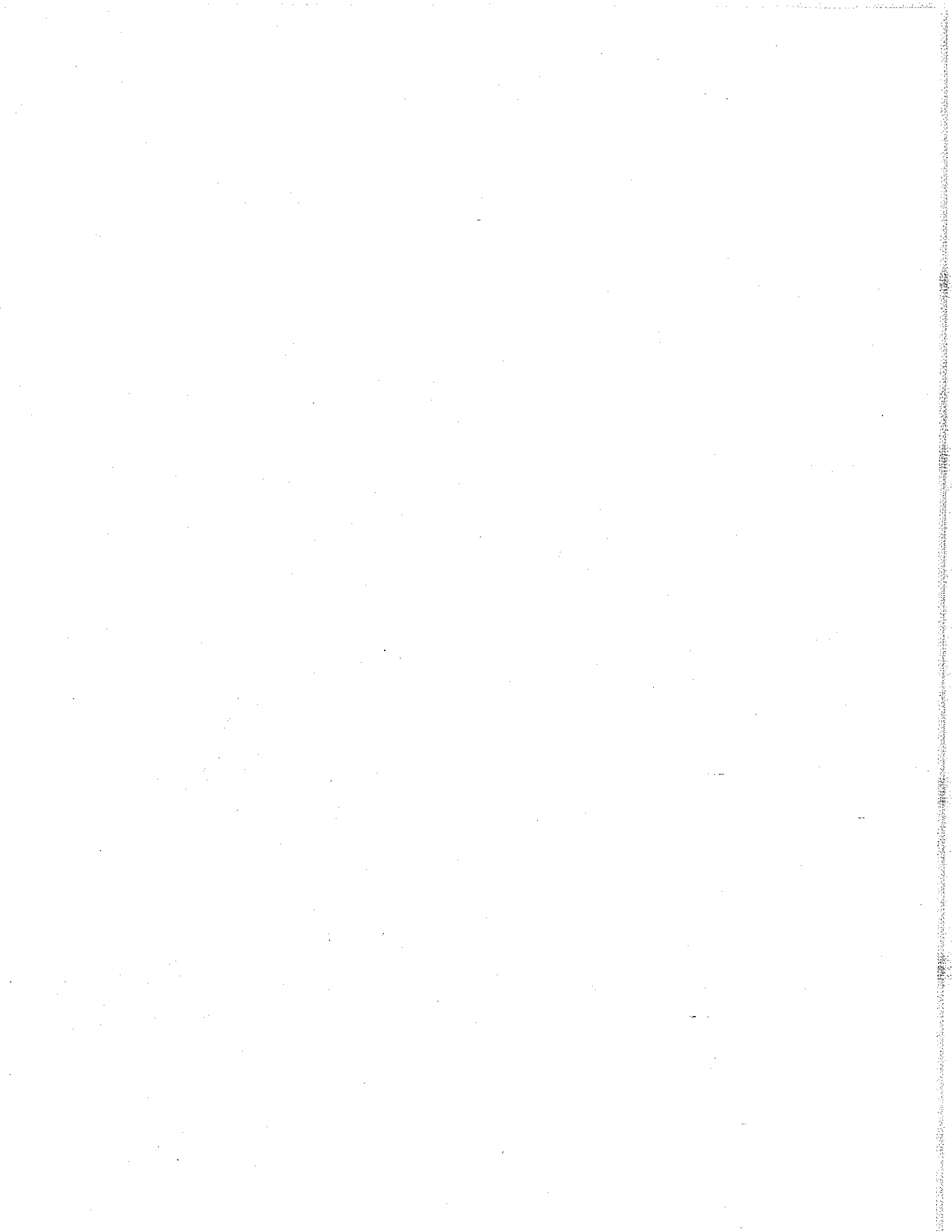
These specific amendments are attached and identified in *bold italics* for the benefit of City Council.



 CHAIRPERSON


 SUPERVISOR OF COUNCIL SERVICES

| NOTIFICATION: | |
|---------------|---------------------|
| NAME | CONTACT INFORMATION |
| WECEC | |
| | |
| | |



REPORT NO. 91
of the
WINDSOR-ESSEX COUNTY ENVIRONMENT COMMITTEE (WECEC)
of its meeting held
July 30, 2015
at 5:30 o'clock p.m.
Ojibway Nature Centre

Members present at the July 30, 2015 meeting:

Councillor Bill Marra, Chair
Joe Bachetti, Deputy Mayor, Town of Tecumseh
Councillor Fred Francis
Derek Coronado
Mike Nelson
Joe Passa
Dr. Edwin Tam
Radwan Tamr

Regrets received from:

Mayor Gary McNamara, Town of Tecumseh
Jesse Gardner Costa

Your Committee submits the following recommendation:

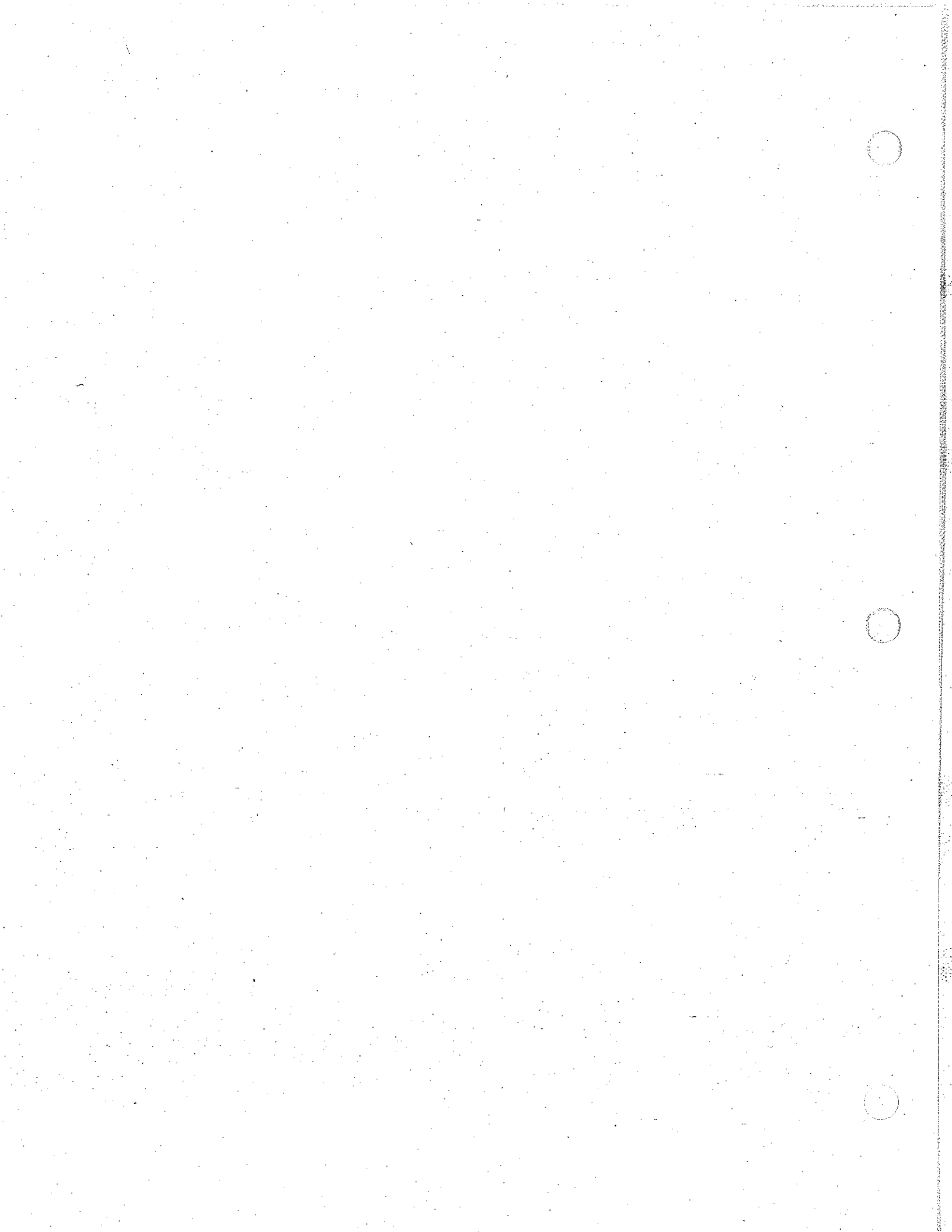
Moved by Deputy Mayor Joe Bachetti, seconded by Councillor Fred Francis
That the *Revised Terms of Reference* dated July 2015 for the Windsor Essex County
Environment Committee **BE APPROVED**.
Carried.

Note: The *Revised Terms of Reference* for the Windsor Essex County Environment Committee dated
July 2015 are attached. The revisions are identified in *italics*.

CHAIR

COMMITTEE COORDINATOR

| NOTIFICATION: | |
|--|---------------------|
| NAME | CONTACT INFORMATION |
| WECEC Committee including resource personnel | On file |



Windsor Essex County Environment Committee (WECEC) – Terms of Reference and Mandate – July 2015

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 eleven (11) 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 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 6 members.

