



Town of Newmarket **TERMS OF REFERENCE**

NAME: Newmarket Environmental Advisory Committee (NEAC)

REPORTS TO: Council

STATUS: Advisory

ESTABLISHED: June 24, 2002 (Interim Committee)
August 16, 2004 (Permanent Instatement)

ENABLING LEGISLATION/AUTHORIZING BY-LAW

The Newmarket Environmental Advisory Committee (NEAC) was authorized by Council on June 24, 2002.

NEAC is required to adhere to the provisions outlined in the Town's Procedural By-Law 2013-46, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

MANDATE

NEAC is responsible for providing advice and recommendations to Council and staff with respect to environmental issues in the Town. Additional responsibilities include facilitating education and outreach, and providing volunteer support related to special events or programs approved by Council.

The Committee will be responsible for the following:

- Provide advice to Council and Staff with respect to the following defined focused areas, reviewed each year with NEAC and Council:
 - Municipal Energy Plan
 - Municipal Storm Water Management Plan
 - Low Impact Development plans
 - Energy efficiency of municipal owned properties
- Education and Outreach, including planning of an annual public forum and administering such things as the Ian Grey Award.
- Community involvement including events such as Earth Hour, the Annual community Garage Sale and E-waste.
- Other focus areas as identified in the NEAC work plan as approved by Council.

Deliverables

The Committee will accomplish its mandate by:

- Reviewing and commenting to Council, as requested, on environmentally related plans, by-laws, development proposals and studies.
- Researching and assisting with the gathering, organizing and condensing of data in order for the Town to make necessary information available to public and private groups, as requested.
- Planning and organizing events and activities for stewardship, education and outreach.
- Liaising with other environmental advisory committees, including York Region environmental groups and organizations.
- Coordinating events with other environmental groups, where possible.
- Giving out educational information and interacting with the public at events.

Strategic Plan Linkages

This mandate meets the following Corporate Strategic Goals:

- *Living Well:* By focusing on environmental protection and natural heritage preservation.
- *Well-balanced:* By developing green and open spaces, parks and playing fields.

This mandate meets the following Council Strategic Priorities:

- *Efficiency/financial Management:* By ensuring effective and efficient services.

COMMITTEE COMPOSITION AND STAFF RESOURCES

The Newmarket Environmental Advisory Committee will be composed of:

- Eight (8) residents
- One (1) member of Council

The Newmarket Environmental Advisory Committee will be supported by:

- Dedicated staff liaison to ensure coordination of communication and information between the Town, community partners and NEAC
- Technical Staff, as required.
- Legislative Services Staff

Qualifications

Consideration shall be given to inclusion of the following qualifications during the appointment process:

- Knowledge and interest in the subject area;
- Skills functioning as members of a team;
- Problem solving skills, interpersonal communication skills;
- Facilitation skills;
- Interest in the community

FREQUENCY OF MEETINGS

- Six (6) times annually in the evening and attendance at a number of informal sub-committee meetings.
- Attendance at community events may also be required.

BUDGET CONSIDERATION

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the assigned staff resource to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines.

WORK PLAN

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

REMUNERATION

None.

TERM OF OFFICE

Each Committee member shall sit for a two year term coinciding with the beginning of a new term of Council. At the expiration of the first two year term, each member is eligible to continue for an additional two year period, to the end of the term of Council. In accordance with the Appointment Policy, each member may only sit for four consecutive two year terms.

COMMITTEE REVIEW/SUNSET DATE

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.