



City of
Peterborough

To: **Members of General Committee**

From: **John Kennedy, City Clerk**

Meeting Date: **May 13, 2019**

Subject: **Report CLSCLK19-015**
Terms of Reference for Proposed Peterborough Environmental
Advisory Committee

Purpose

A report to seek approval of the Terms of Reference for the proposed Peterborough Environmental Advisory Committee (PEAC).

Recommendation

That Council approve the recommendation outlined in Report CLSCLK19-015 dated May 13, 2019, of the City Clerk, as follows:

That the proposed Terms of Reference for an Environmental Advisory Committee, as set out in Appendix A, be approved.

Budget and Financial Implications

There are no budget or financial implications associated with the recommendations in this report.

Background

Following the municipal election in October 2018, Council supported the creation of an Environmental Advisory Committee, as identified in the Mayor's December 3, 2018 Report COU18-00, Council Appointments to Committees and Boards. This report is in response to the above-mentioned Mayor's report and provides a Terms of Reference (TOR) for this committee.

Mayor Therrien, Councillor Zippel, and Ian Attridge (a member of the public) worked on creating a preliminary TOR for the Committee. Following this work, several meetings were arranged with the: CAO, Commissioner of Infrastructure and Planning, Commissioner of Community Services, Policy Analyst/Recreation Coordinator, Sustainability Manager and the City Clerk, in addition to Mayor Therrien, Councillor Zippel and Mr. Attridge. This group created the draft TOR, as set out in Appendix A, that are being presented for approval by Council.

The purpose of the new Peterborough Environmental Advisory Committee (PEAC) is to consider environmental matters related to larger City projects and initiatives identified by staff or Council. The Committee will also work to encourage activities in environmental matters, sustainability and Climate Change.

The advisory committee will be a committee of Council composed of one member of Council and eight members of the public with staggered appointments. It is anticipated the Committee will meet monthly or on an as needed basis at 5:30 p.m. at City Hall. Support for the Committee will be provided by staff from the Infrastructure and Planning Services Department and the Clerk's Office. Staff from other departments will be called upon to assist the Committee when different areas of expertise are required.

Next Steps

Once the TOR has been adopted by Council, staff from the Clerk's Office will begin the process to advertise for community members. It is anticipated that the Committee meetings will begin in the fall of 2019.

Submitted by,

John Kennedy
City Clerk

Contact Name:

John Kennedy, City Clerk

Phone: 705-742-7771, Ext 1799

Toll Free: 1-855-738-3755

Fax: 705-742-4138

E-Mail: jkennedy@peterborough.ca

Attachment:

Appendix A – Draft Terms of Reference - PEAC



City of
Peterborough

Appendix A

The Corporation of the City of Peterborough

By-Law Number 19-0XX

Being a By-law to establish an Environmental Advisory Committee

The Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

Whereas the Council of the Corporation of the City of Peterborough has determined that it is desirable and in the public interest to establish a public committee to advise Council on environmental matters;

AND Whereas section 10(2) 5. of the **Municipal Act, 2001** permits municipalities to pass by-laws for; economic, social and environmental well-being of the municipality, including respecting climate change.

Now Therefore the Corporation of the City of Peterborough by the Council thereof hereby enacts as follows:

1. Committee Name and Mandate

An advisory committee to be called Peterborough Environmental Advisory Committee or “PEAC” is hereby established to provide advice to staff and Council on environmental matters.

2. Roles and Responsibilities

PEAC shall be an advisory committee of Council, and shall report to Council through General Committee, as required.

2.1 PEAC shall consider environmental matters in relation to larger projects and initiatives as identified by staff and/or Council with the City of Peterborough.

2.2 Assist in formulating and recommending environmental policies, plans and practices.

2.3 Encourage activities in environmental matters.

2.4 Support initiatives in the area of sustainability and Climate Change.

3. Membership

PEAC shall be composed of nine members, appointed by Council as follows:

3.1 One member of Council appointed to a one year term commencing in November.

3.2 Eight citizens of the City of Peterborough.

When choosing citizen appointments preference shall be given to members with experience in, or knowledge of; the environment, sustainability and resiliency, water and wastewater, ecology, biology, natural resources, geography and landscape design, indigenous perspectives and youth (16 years and older).

4. Term of Appointment

4.1 The term for citizen appointments shall be staggered. Four appointments shall serve a two-year term, two appointments shall serve a three-year term and two appointments shall serve a four-year term.

4.2 The term of an appointment shall expire in November of the calendar year. Each PEAC member shall continue in their role until his/her successor is appointed.

4.3 Any member of PEAC whose term of office has expired may be eligible for reappointment, up to a maximum of eight years.

4.4 PEAC, upon becoming aware of a vacancy, shall notify the Clerk's Office in writing.

5. Remuneration

PEAC members shall serve without remuneration.

6. Committee Chair and Vice-Chair

6.1 PEAC, at its first meeting in each calendar year, shall appoint from its membership a Chair and Vice-Chair. The Chair and Vice-Chair shall hold their positions for one-year, renewable terms.

- 6.2 The Chair shall preside over each meeting, ensuring the rules of procedure are followed in the City's Procedure By-law. The Chair, where required, shall serve as the committee's representative and signing officer. The Chair shall assist staff in identifying items for the meeting agenda and liaise with staff as required.
- 6.3 The Vice-Chair, in the absence of the Chair, shall have all the same rights and privileges as the Chair.

7. Sub-Committees

PEAC may, from time to time, temporarily establish sub-committees, of not fewer than three people appointed at PEAC's discretion, with such terms of reference as PEAC considers desirable. At least one member of each sub-committee shall be a member of PEAC.

8. Meetings

- 8.1 PEAC meetings shall be held monthly or on an as needed basis. Where possible, meetings shall not be scheduled in July, August and December. Meetings shall be held as per the open meeting provisions of the **Municipal Act, 2001**.
- 8.2 The rules of procedure of the City of Peterborough Procedure By-law shall govern the meeting proceedings of PEAC.
- 8.3 Meetings, when convened, shall be held at 5:30 p.m. on the third Wednesday of the month or, where necessary, on an alternate date and time agreed upon by the Committee.

9. Role of City Staff

- 9.1 Staff from Infrastructure and Planning Services shall provide support to PEAC, including the attendance at meetings.
- 9.2 The Commissioner of Infrastructure and Planning Services and/or his/her designate shall identify matters for consideration by PEAC.
- 9.3 Staff from other divisions will support the committee and attend meetings as required.
- 9.4 Where required, staff will bring forward to Council, matters from PEAC, through a staff report to General Committee.
- 9.5 Staff may arrange for presentations from community groups and agencies and bring reports to PEAC seeking advice before taking a matter to General Committee.
- 9.6 Staff may circulate items to PEAC for advice and comment at the same time comments are being sought from other internal/external organizations and bodies.
- 9.7 The Clerks Office will publish agendas and attend meetings to record the official minutes and provide the committee with procedural advice.

By-law read a first, second and third time this 27th day of May, 2019.

Diane Therrien, Mayor

John Kennedy, City Clerk