

Township of Woolwich Environmental Enhancement Committee

TWEEC Terms of Reference

1. Name

The committee will be called the Township of Woolwich Environmental Enhancement Committee or TWEEC.

2. Purpose/Mandate

Mandate is to:

- develop and lead the implementation of an Environmental Enhancement Plan to achieve the Official Plan objective of improving the quality of the environment over the life of the Woolwich Official Plan
- develop and lead the implementation of a reforestation plan for the Township as set out in the Township's Strategic Plan
- to mobilize the community to implement the Environmental Enhancement Plan
- provide comments, advice and information, to guide staff and Council on environmental issues referred to the Committee by Council

3. Operation

TWEEC may provide comment to Council on environmental issues, related to the Environmental Enhancement Plan, referred to the Committee by Council.

TWEEC may undertake projects initiated by the committee and approved by Council including projects and programs outlined in the Environmental Enhancement Plan.

4. Committee Composition

TWEEC will be comprised of a maximum of 13 members appointed by Council on basis of expertise and interest. The majority of members should be residents of Woolwich. Membership will be endorsed by the Woolwich Healthy Communities Coordinating Committee and approved by Council.

Council may appoint one member of Council to sit on the Committee for their term of office.

The members of TWEEC shall serve in a volunteer capacity, with no remuneration.

TWEEC members will choose a chair among members within the first 6 months of the new committee appointment. The duties of the Chair shall be as set out in the Township's Procedural By-law with necessary modifications to apply to TWEEC.

The Mayor, as an ex-officio member, may attend any meeting of the committee.

One Woolwich Township staff support person will be assigned to support the committee with scheduling meetings, drafting agendas and any follow-up tasks as assigned by the committee. This support person will also act as a liaison between the committee and the Township administration.

5. Meeting Frequency

TWEEK will meet monthly, as deemed necessary by the committee and may, if approved by the Committee, take a break over the summer.

6. Term of Office

TWEEC members will be appointed for a four-year term of office aligned with the term of Council. TWEEC members may continue to serve up to six-months after a new term of Council until new members are appointed.

7. Meeting Procedures

TWEEC will follow the Township's Procedural By-law with necessary amendments to apply to the committee. All meetings shall be public unless the committee is authorized to meet in closed session under section 239 of the Municipal Act.

Meeting agendas will be prepared by the staff support in consultation with the committee. Agendas will be posted on the Township's website and circulated to TWEEC members one-week before to the meeting.

Meeting notes will be prepared by the staff support person and approved by TWEEC at the following meeting. Meeting notes will be provided to Council for information as soon as possible following approval by TWEEC.