

Woolwich Environmental Advisory Committee

Terms of Reference

1. Name

The committee will be called the “Woolwich Environmental Advisory Committee” or “WEAC”.

2. Purpose/Mandate

Mandate to provide comments, advice and information, based on technical expertise, to guide staff and Council on how to protect, maintain and enhance the natural environment, ensure climate protection and sustainability. WEAC’s role is advisory not advocacy. This is a working committee not just advisory.

WEAC recognizes the importance of protection of the natural environment but also understands the need for a balanced approach with other Township priorities including development, housing, agriculture, transportation, and economic development.

3. Operation

WEAC may comment on policy and regulation development as it pertains to the natural environment through:

- Secondary planning studies
- Official plan review
- Master Plans
- And other issues referred to the Committee by Council.

WEAC may undertake projects initiated by the committee and approved by Council including educational initiatives and research relating to environmental protection, climate action and sustainability.

4. Committee Composition

WEAC will be comprised of 4-6 members appointed by Council on basis of expertise and interest. The majority of members should be residents of Woolwich. Council will appoint members based on preferred technical expertise in natural environment protection, climate action or sustainability.

Council may appoint 1 member of Council to sit on the Committee for their term of office.

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

WEAC members will choose a chair among members at their first meeting. The duties of the Chair shall be as set out in the Township’s Procedural By-law with necessary modifications to apply to WEAC.

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 and drafting agendas. This support person will also act as a liaison between the committee and the Township administration.

5. Meeting Frequency

WEAC will meet every other month and may, if approved by the Committee, take a break over the summer.

6. Term of Office

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

7. Meeting Procedures

WEAC 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 WEAC members one-week before to the meeting.

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