



## The Corporation of the Town of Fort Erie By-law 177-2023

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### Being a By-law to Re-establish the Environmental Advisory Committee, Adopt Terms of Reference and Repeal By-laws 170-2006 and 98-2015

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**Whereas** By-law 170-2006 was passed to establish the Environmental Advisory Committee and adopt Terms of Reference; and

**Whereas** By-law 98-2015 was passed to amend quorum requirements in the Terms of Reference; and

**Whereas** Report LLS-03-2023 was considered and approved, as amended, at the Council-in-Committee Meeting held on December 11, 2023, to update the Environmental Advisory Committee Terms of Reference; and

**Whereas** it is deemed desirable to re-establish the Environmental Advisory Committee, adopt Terms of Reference and repeal By-laws 170-2006 and 98-2015;

**Now therefore** the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

- 1. That** the Environmental Advisory Committee is re-established and its Terms of Reference attached to and forming part of this By-law as Schedule A are adopted and approved.
- 2. That** By-laws 170-2006 and 98-2015 are repealed.
- 3. That** the Clerk of the Town is delegated authority to affect administrative modifications to Schedule A that facilitate improvement of the Committee's effectiveness.
- 4. That** the Clerk of the Town is authorized to affect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

**Read a first, second and third time and finally passed this 18th day of December 2023.**

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Mayor

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Clerk

## **Environmental Advisory Committee Terms of Reference**

### **1. Mandate and Objectives**

- 1.1. The Committee's mandate is to advise and assist the Planning and Development Services Department (the Department) with the management and conservation of the natural environment in Fort Erie
- 1.2. The Committee's objectives shall be as follows:
  - a) Assist Town staff in reviewing significant development applications within or adjacent to Natural Heritage Features identified in the Town's Official Plan, limited to Official Plan Amendments, including Secondary Plans, Zoning By-law Amendments, Draft Plans of Subdivision and Condominium Applications as referred by the Director of Planning and Development Services or the Environmental Planner
  - b) Consider the significance of potential environmental impacts of a planning proposal on the features or functions for which the area was designated
  - c) Assess whether the proposed significant development and any mitigation measures would comply with the Natural Heritage policies of the Town's Official Plan
  - d) Provide comments on the review or updating of future Town, Regional or Provincial policies related to natural heritage protection
  - e) Undertake educational programs and promote public awareness and stewardship of Fort Erie's natural heritage
  - f) Provide recommendations to Council on the removal of Environmental Conservation (EC) Overlay from the Town Zoning By-law on significant development applications as determined by the Director of Planning and Development Services or the Environmental Planner
  - g) Provide advice to Council and Town Staff on environmental concerns, when requested by the Director of Planning and Development Services or the Environmental Planner

### **2. Membership**

- 2.1. Qualifications
  - a) Members shall have access to a computer and an email address to receive meeting invitations and agenda packages with large files
  - b) Demonstrated knowledge, expertise or skill set related to natural heritage in Fort Erie, ability to interpret or experience in interpreting mapping or technical information, ability to understand the planning process, and municipal government and agency roles
- 2.2. Composition
  - a) The Committee should be comprised of nine (9) members:
    - i. Eight (8) citizens
    - ii. One (1) Member of Council
- 2.3. Term
  - a) Committee members shall hold office concurrent with the term of Council, and shall continue until Council appoints new Committee members following an election

### **3. Roles and Responsibilities**

## Schedule A – By-law 178-2023

3.1. At the first meeting of the term, Committee members shall appoint a Chair and Vice-Chair

### 3.2. Chair and Vice-Chair

- a) Chair all regular meetings of the Committee and exercise authority, and perform duties as required
- b) Maintain decorum at each meeting and ensure that the Rules of Procedure are observed under Bylaw No. 36-2016 (Council Rules of Procedure), as amended or replaced
- c) Ensure that all committee members are provided with an opportunity to comment
- d) Provide guidance and leadership to the Committee in the completion of its mandate
- e) Vice-Chair shall assume all functions of the Chair in the Chair's absence

### 3.3. Committee Members

- a) Attend meetings of the Committee (if unable to attend, notification should be sent to the Secretary and Staff Liaison as soon as possible before the meeting)
- b) Review agendas and materials before the meeting
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the committee mandate

### 3.4. Staff Liaison

- a) Provide guidance and advice to the Committee in fulfillment of its mandate
- b) Prepare and submit reports to Council as required
- c) Circulate agendas and record and prepare minutes of Committee meetings
- d) Distribute agendas and minutes to the Town Clerk

### 3.5. Sub-Committees

- a) Sub-Committees will be formed as necessary and will report to the Committee
- b) Sub-Committee minutes will be provided to the Committee

### 3.6. Resignations and Vacancies

- a) Notices of resignation shall be submitted in writing to the Clerk's Office and the Staff Liaison
- b) If a vacancy occurs, Committee members shall canvass for applications from interested individuals

## 4. Meetings

### 4.1. Meeting Schedule

- a) Generally, the Committee will meet monthly or as required to conduct business to carry out its mandate
- b) Special meetings may be held at the call of the Chair or by a call of 2/3 majority of the Committee

### 4.2. Quorum shall be five (5) members

### 4.3. Notice

- a) Formal notice of each meeting, including agendas, minutes and meeting materials, shall be given at least 48 hours in advance of the meeting

### 4.4. Rules of Procedure

- a) The Committee shall follow the Council's Rules of Procedure By-law, as amended or replaced, with modifications as necessary
- b) In the event of a conflict between the Terms of Reference and any by-law of the Town of Fort Erie, the Terms of Reference shall prevail

### 4.5. Conduct

- a) The Committee shall follow any policies of the municipality governing the ethical behaviour of members, in place from time to time

### 4.6. Agendas and Minutes

- a) The format of agendas and minutes shall be in a form approved by the Clerk

Schedule A – By-law 178-2023

- b) Minutes shall be forwarded to the Clerk's Office in a timely manner

**5. Resources**

5.1. The Committee will have access to Town Conference Rooms for meetings

- a) Reservations of Conference Rooms are facilitated through the Staff Liaison

**6. Reporting**

6.1. This Committee reports to Council through its minutes and through reports prepared by Town Staff

**7. Remuneration**

7.1. This Committee operates on a volunteer basis only

**8. Amendments to the Terms of Reference**

8.1. The Committee may review the Terms of Reference from time to time and make recommendations to Council through their minutes, as needed