

# Oshawa Environmental Advisory Committee

## Terms of Reference

### 1.0 Mandate

The mandate of the Oshawa Environmental Advisory Committee (OEAC) is to assist, advise and educate City Council, staff and the community with respect to the conservation, protection, enhancement, restoration, management and appreciation of the natural and built environments, and to advance the goals of the Oshawa Strategic Plan.

The OEAC will achieve its mandate by assisting with and carrying out Council direction and by bringing initiatives to Council that are within its mandate.

### 2.0 Goals and Objectives

The goals and objectives of the OEAC are to:

- Contribute to the stewardship and protection of our natural and built environments by providing assistance, citizen expertise and guidance to the City of Oshawa.
- Advise and assist Council on:
  - the protection, enhancement, restoration, management and appreciation of the natural and built environments;
  - local environmental/sustainable development concerns;
  - new environmental issues or challenges and their implications for the City;
  - existing and new environmental legislation, programs, policy and funding from the Province, other levels of government or other sources including partnership opportunities;
  - corporate environmental policies, and;
  - Terms of Reference for environmental and related studies, as appropriate.
- Provide a liaison/forum between the City and the local community on environmental issues.
- Identify new strategies, including educational strategies, regarding environmental sustainability which would lead to a better understanding or enhancement of the City's natural and built environments.
- Promote the conservation and preservation of the natural environment through public education initiatives and projects.
- Promote the restoration and rehabilitation of the built environments, including brownfields and greenfields, through public education initiatives and projects.

- Assist the City in its participation in a variety of environmental initiatives including but not limited to the tree giveaway program and film night event.
- Advise the City on climate change adaptation and mitigation initiatives, including but not limited to improving air quality and reducing greenhouse gases and other harmful emissions.
- Work in conjunction with the Durham Environmental Advisory Committee (DEAC) and other municipal environment committees, as well as other groups/agencies with similar mandates, to share ideas and expertise on current and emerging environmental issues.

### **3.0 Guiding Principles**

Advisory Committees shall be compliant with the Advisory Committees of Council Policy and Procedure (which respects Council's Procedural By-law No. 111-2017 as amended regarding meeting process). The Procedure By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, duties and conduct of Advisory Committee members and support staff, operating procedures, conduct of meetings, and standard templates for advisory committee agendas, advisory committee reports to Council, etc.

### **4.0 Key Success Factors**

For OEAC to be successful, the following factors need to be realized:

- vision;
- leadership;
- appropriate funding and staff resources;
- effective communication;
- partnership development;
- volunteer support and commitment;
- feasible, realistic and achievable strategies/actions tailored to the community's needs;
- diversity of complementary strategies; and,
- Committee members who adhere to the Policy and Procedure.

## **5.0 Number of Members**

Eleven (11) members consisting of

- One (1) City Councillor.
- Ten (10) residents-at-large (up to two (2) students will be given preference for filling vacancies).
- Members must be residents of, or own property in the City of Oshawa.
- Public members will serve as individuals and shall not represent a specific interest group.
- Students must be at least 16 years of age and registered in an educational program at the high school, college or university level.
- The membership as a whole shall reflect a broad range of interests, including urban and rural, as well as technical and academic expertise.

## **6.0 Member Qualifications**

OEAC members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in environmental and community matters. Expertise that will assist in carrying out the mandate of OEAC includes, but is not limited to, the following:

- Air Quality
- Biology
- Botany
- Climate Change Mitigation and Adaptation
- Ecology
- Energy Conservation and Innovation
- Environmental Education
- Environmental Health
- Environmental Planning
- Forestry
- Geography
- Geology
- Hydrology

- Invasive Species
- Landscape Architecture
- Limnology (fresh water study)
- Natural History
- Organic Gardening
- Pedology
- Pesticide Management
- Resource Management
- Species at Risk
- Sustainable Buildings and/or Construction
- Zoology

#### **7.0 Frequency of Meetings**

OEAC will meet ten (10) times a year at City Hall on a regular schedule. There will be no scheduled meetings in July and August. In the year of a Municipal Election, OEAC will meet eight times (8). There will be no scheduled meetings in July, August, October and November. Additional special meetings may be called, as required, by the Chair.