

The Environmental Advisory Committee:

1. The Environmental Advisory Committee is an Ad-Hoc Committee of Council whose purpose is to:

- Advise Council on environmental, energy conservation and shoreline protection issues that affect the City of Port Colborne and those matters referred to the committee by Council.
- To promote the integration of environmental, energy conservation and shoreline protection considerations into the planning and development of City policies, programs and services.

2. The Environmental Advisory Committee shall consist of the following voting and non-voting members:

(a) Up to thirteen voting members who shall be eighteen years or older and residents in the City of Port Colborne, three members shall be from Council and up to ten members shall be appointed from the public at large by resolution of Council.

(b) One non-voting member of staff who shall be appointed by resolution of Council and who shall act as a resource person, recording secretary and shall provide administrative support to the Committee. The Chief Administrative Officer may designate an alternate staff person who may act in the absence of the staff member so appointed.

(c) In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant.

(d) One non-voting representative of the Niagara Peninsula Conservation Authority (NPCA), who shall be designated by the NPCA to serve as a resource person to the Committee.

3. Unless otherwise provided for, the term of the Environmental Advisory Committee shall be the term of the Council.

4. A voting member of the Environmental Advisory Committee shall cease to be a member of the Committee upon submission of a letter of resignation to the City Clerk or if he/she absents himself/herself from three successive scheduled meetings of the Committee without being authorized to do so by a resolution of the Environmental Advisory Committee entered in its minutes.

5. All meetings of the Environmental Advisory Committee shall be open and no person shall be excluded therefrom except for improper conduct or except matters identified in Section 239(2) of the Municipal Act, 2001, S.O. 2001, c.25.

6. All members of the Committee shall serve without remuneration excepting that the remuneration of the non-voting staff member shall be governed by the Administrative Policies of the City of Port Colborne or the collective agreement whichever is applicable.

7. The Chair, or in his/her absence the Vice-Chair, shall, upon a written request from Council or a majority of Committee members call a meeting for the consideration of any business within the Committee's mandate.

8. A quorum of the Environmental Advisory Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.

9. Subject to such limitations and restrictions as the Council may herein or hereafter either by resolution or by-law impose the Environmental Advisory Committee shall:

(a) Appoint from the voting members a Chair and a Vice-Chair;

(b) Make regulations governing its proceedings, the calling of meetings, and the conduct of its members;

(c) Provide reports to Council as requested.

10. The Committee shall hold public meetings when, in their opinion, the issues being discussed require community input. Notice of a public meeting shall be given in the local newspaper(s) no less than five days in advance of the meeting.

11. The minutes of all Environmental Advisory Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the next regular Council Agenda. The minutes shall be open to inspection in accordance with Section 253(1) of the Municipal Act, 2001, S.O. 2001, c.25., as amended and such minutes will be posted on the City's website.