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| Advisory Committee Name: | Environmental and Climate Adaptation Advisory Committee (ECAAC) |
| Meeting Date and Time: | Fourth Wednesday of the month 2:30 – 4:00pm (Proposed) |
| Meeting Location: | Meridian Community Centre, Kinsmen Room |

Purpose

The purpose of the Environmental and Climate Adaptation Advisory Committee (ECAAC), is to provide input and perspective on matters related to Environmental and Climate Change issues and potential adaptations that impact the Town of Pelham (the “Town”).

Mandate

The mandate of the Environmental and Climate Adaptation Advisory Committee is to provide feedback, advice and recommendations to Town Council and staff with respect to the following areas:

- Identify and advise on identified Environmental Issues within the Town
- Identify and advise on Climate change issues and adaptation strategies to lessen the impacts on the Town and its citizens
- The Committee is responsible for providing advice and recommendations to Council on environmental issues impacting the municipality.
- The Committee is an environmental advisory body that will promote the stewardship, preservation, conservation, protection and enhancement of the natural environment within the Town of Pelham
- Identify and endorse potential “thinking green sustainability policies” for consideration by Town Council
- Promote/Plan community events and activities for stewardship, awareness, education, and outreach
- To recommend environmental protection and climate adaption strategies that includes communication, education, and incentives for the Town to consider

Membership:

The Committee shall be appointed by Town Council and comprised of the following:

- One (1) Member of Council (Ex-officio).
- Up to five (5) resident representatives.
- Up to two (2) community group volunteer(s).
- Director of Public Works and Engineering as the lead department or designate (as a resource).
- Clerk or designate as the Secretary (as an administrative resource).

Applicants must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham.
- Must sign the Councillor Code of Conduct.
- Must sign Confidentiality Agreement.

The meetings of the Environmental and Climate Adaptation Advisory Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA."

Schedule and Location of Meetings

The Environmental and Climate Adaptation Advisory Committee shall meet regularly on the fourth Wednesday monthly commencing in September 2023, between 2:30 and 4:00 pm (**proposed**) at the Meridian Community Centre, Kinsman Room, however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff. An alternative date and time for meetings would be Second Tuesday of the month 2:30 – 4:00 pm.

Committees are entitled to a summer/ vacation break.

Term of Committee

The term of membership shall be normally four (4) years, aligned with Town Council's elected term of office subject to the election period, and the

memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meet during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

Resources and Budget

The Public Works and Engineering department is the designated lead department providing support for the Environmental and Climate Adaptation Advisory Committee; however, the Environmental and Climate Adaptation Advisory Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee shall normally be allotted a Budget and is subject to annual Council approval.

Meeting Protocols

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended.

Consent

By applying to the Environmental and Climate Adaptation Advisory Committee, you have agreed, consented, and understand all the provisions within these Terms of Reference.

Financial Reporting

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amendments to the Terms of Reference

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council. Proposals to amend the Terms of Reference must be approved by Council with input and advice from the Committee.

Council Approval Date: