



Terms of Reference

Grimsby Green Advisory Committee

1. Name

The name shall be the Grimsby Green Advisory Committee.

2. Definitions

In these Terms of Reference, unless the context requires otherwise:

“Chair” means the Member appointed as Chair of the Committee by Members and approved by Council.

“Committee” means the group of ratepayers appointed by the Council of the Town of Grimsby to the Grimsby Green Advisory Committee.

“Council” means the Council of the Town of Grimsby.

“Meeting” means any Meeting of the Grimsby Green Advisory Committee held in accordance with the provisions of the Procedural By-law.

“Member” means a Member of the Grimsby Green Advisory Committee as appointed by Council.

“Motion” means a question or proposal to be considered by Grimsby Green Advisory Committee which is moved and seconded and is subject to debate. When a Motion is adopted, it becomes a Resolution.

“Resolution” means a motion, moved by a Member and seconded by another Member, and is the formal expression of opinion, decision or intention by the Committee. Any resolution of Grimsby Green Advisory Committee is not final or binding until approved by Council.

“Vice-Chair” means the Member appointed as Vice-Chair the Committee by Members and approved by Council.

3. Mandate

The mandate of the Committee is to fulfill the established Workplan, attached to the Terms of Reference. As an advisory committee of Council, the Committee will provide information, advice and assistance in regards to:

- i) Supporting the Climate Action Plan Project for the Town of Grimsby
- ii) Policies and procedures as requested
- iii) Carrying out a tree giveaway program
- iv) Supporting the microforest project
- v) Working with Community Services on a community educational project
- vi) Key priorities for future terms of Council.

4. Statutory Obligations

There are no statutory obligations for the Committee.

5. Authority

- a) The Committee has the authority to provide advice and make recommendations to Council on matters within their mandate. As such, all recommendations requiring Council's approval will be incorporated into the Council Endorsement Package and considered at the next regular scheduled Council meeting.
- b) The Committee will also consider and provide advice and recommendations on any matter submitted to them by Council resolution.
- c) The Committee does not have the authority to direct staff or work obligations/projects.
- d) The Committee does not have the authority to obligate the Town to any financial responsibilities.
- e) The Committee does not have the authority to act as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

6. Composition and Term

The Grimsby Green Advisory Committee shall be composed of a maximum of five (5) members appointed by the Council. Two (2) of the members shall be a Councillor. The Mayor shall reside as the ex-officio. The Director of Community Services (or alternate) will participate on the Committee as a non-voting member and an advisor to the Committee. The Chair shall be a member of Council.

Members should have education in environmental studies, sustainability, or a related field. Experience working on environmental projects, climate action plans, and sustainability initiatives is prioritized. Recent involvement in community groups and events is considered an asset.

Members are appointed for the term of Council. Members who fail to attend three (3) consecutive meetings of Committee without authorization from the Committee

by resolution, that Member's membership on the Committee will be deemed to have resigned their appointment. Extenuating circumstances will be considered.

The Green Committee may choose to work with various liaisons such as the Niagara Peninsula Conservation Authority, Niagara Escarpment Commission, the Regional Municipality of Niagara, the Grimsby & District Chamber of Commerce, and others as desired.

All members must adhere to practices and policies of the Town of Grimsby related to meetings and Committee membership. Matters arising from member conduct concerns may result in removal from the Committee.

The Town of Grimsby may, at its discretion, dissolve the Grimsby Green Advisory Committee.

Member recruitment shall be completed in accordance with the established procedures to appoint community members to Advisory Committees and Boards of Council.

7. Roles and Responsibilities

Election of the Chair

The Committee shall appoint a Chair from among its voting members. The Chair position will be opened annually at the first meeting of each year and shall be a Member of Council. The appointment of the Chair and is not final or binding until approved by Council.

a) Chair

It is the duty of the Chair to carry out the following responsibilities:

- To work with staff to coordinate meeting agendas;
- To open the Committee Meeting by taking the Chair and calling the meeting to order;
- To announce the business before the Committee in the order in which it is to be acted on;
- To recognize any Member who wishes to speak and to determine the order of the speakers;
- To put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings to announce the results;
- To participate as active and voting member, encouraging active participation by all Members;
- To decline to put motions which contravene the provisions of the Procedural By-law;

- To enforce the provisions of the Procedural By-law;
- To enforce on all occasions, the observance of order and decorum among the Members;
- To call by name, any Member refusing to comply with the Terms of Reference and/or Procedural By-law and to order the Member to vacate the place of Meeting;
- To rule on any points of order raised by Members; and
- To adjourn the Meeting when the business is concluded;

b) Committee Members

It is the duty of Committee members to carry out the following responsibilities:

- To understand their role and expectations, including all applicable Town policies;
- To apply and respect the rules of procedure;
- To attend all scheduled regular and special Committee meetings, sending regrets otherwise;
- To follow the agenda and stay focused on the topic at hand;
- To respect confidential information; and
- To vote on business except when not permitted to by law.

c) Staff

Clerks staff will provide guidance and advice on matters of governance, legislation and operational policies and procedures in conjunction to objectives set out in the Committee's Terms of Reference and related initiatives, as required.

Clerks staff will coordinate with the Chair and Director of Director of Community Services for the preparation and circulation of agenda and minutes.

The Director of Community Services will review and consider the advice provided by Grimsby Green Advisory Committee when making recommendations to Council.

8. Agendas

The agenda for each Regular Grimsby Green Advisory Committee meeting will be posted to the Town's website with as much notice as possible, however not less than forty-eight (48) hours prior to the meeting.

The agenda for a Special Grimsby Green Advisory Committee meeting will be posted to the Town's website not less than twenty-four (24) hours prior to such Special meeting.

9. Minutes and Reporting

Grimsby Green Advisory Committee minutes will be provided to the Community Services Standing Committee to be received for information. Items that require Council's approval and ratification will be provided to Council by way of a Council Endorsement Package.

Any resolution of Grimsby Green Advisory Committee is not final or binding until approved by Council.

In addition, within the fourth quarter of each year, Grimsby Green Advisory Committee will prepare a report to the Community Services Committee that summarizes the activities and accomplishments of the past year.

10. Meetings

Meetings will take place bi-monthly and will be included in the annual calendar approved by Council. Where possible, meetings will be scheduled at a consistent date and time. Additional meetings may be held at the call of staff or the Chair.

Special meetings may be called by the Chair, in consultation with staff, to expedite time-sensitive matters requiring consultation under the Act.

A part of a meeting may be closed to the public if the subject being considered is for education or training purposes, pursuant to the provisions of Section 239(3.1) of the *Municipal Act*, 2001, as amended.

11. Meeting Procedures

Meetings shall be governed by Procedural By-law 20-65.

12. Conflict of Interest

Members are expected to follow the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M. 50*, as amended, and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.

13. Working Groups

The Grimsby Green Advisory Committee may, by resolution, establish Working Groups to carry out specific tasks related to their mandate and work plan. The resolution to establish a Working Group must include information regarding the mandate of the proposed Working Group and the beginning and end date.

Working Groups will consist of Grimsby Green Advisory Committee members. Working Group members will be appointed by way of a Grimsby Green Advisory Committee resolution. The Working Groups will report to Grimsby Green Advisory

Committee bi-monthly and will disband upon conclusion of the specific function for which it was struck.

Any resolution of the Working Groups is not final or binding until approved by Council.

14. Committee Events

Events, education programs or volunteer work as proposed by the Committee shall be subject to Town policies and procedures and approval of Council through a Committee resolution. When members of the Committee are working on behalf of the Committee for an approved event or activity, they are considered volunteers of the Town of Grimsby. The Grimsby Green Advisory Committee is a volunteer-based organization and members are not permitted to carry out or assume staff roles or Town staff/official representation. All media relations, public engagements and peer interactions representing the Committee must be previously addressed by resolution at a Committee meeting and approved by Council.

15. Financial Considerations

There will be no fixed budget for this Committee. Financial matters and agreements or contracts related to the Committee will be maintained by the Town of Grimsby. Resources may be requested for various projects and will be subject to budgetary process. Volunteer Committee members do not receive financial or other compensation for serving on the Grimsby Green Advisory Committee.

16. Code of Conduct

Grimsby Green Advisory Committee members are required to act in accordance with the Town of Grimsby's Procedural By-law, Code of Conduct, *Municipal Conflict of Interests Act*, and any other application legislation or policies and procedures established by the Town of Grimsby.

17. Review

The Terms of Reference will be reviewed, revised (if necessary) by the Committee once per term or as needed.

Last update: February 28, 2025