

## **APPENDIX 3 - Terms of Reference, Town of Halton Hills**

### **Healthy Environment and Community**

#### **Special Committee of Council**

##### 1. Mandate of Committee

The mandate of the Healthy Environment and Community Committee is to focus on the implementation of Council's Strategic Plan (2023-2026), with an emphasis on the Natural Areas and Heritage, and the Safe and Welcoming Communities strategic priorities and objectives. It will do this by providing a forum for in-depth discussion and direction on matters related to the environment and natural areas (e.g. biodiversity; climate mitigation and adaptation, parks; green spaces, green infrastructure), heritage (e.g. natural and built heritage resources), and meeting evolving community needs (e.g. facilities, programs, cultural services, emergency services, community development, outreach and engagement). The Committee will assist in achieving the Town's vision of Halton Hills being a growing, nature-rich community where all people feel welcomed, safe and connected, and so that Halton Hills is a desirable place to live, work and invest.

The Healthy Environment and Community Committee is a Special Committee of Council.

##### 2. Goals & Objectives

The Committee will:

- Be responsible for the Strategic Plan's Natural Areas and Heritage, and Safe and Welcoming Communities strategic priorities and objectives, by tracking, monitoring, reporting and supporting applicable initiatives.
- Provide opportunities for Council participation in programs, initiatives, services, plans, strategies and/or funding opportunities related to Natural Areas and Heritage, and Safe and Welcoming Communities.
- Provide opportunities for in-depth conversations, exchange of information and best practices, and the exploration of options and/or direction for potential projects.
- Provide opportunities for learning by Members of Council and Town staff.
- Assist Town staff with the prioritization of actions related to Natural Areas and Heritage, and Safe and Welcoming Communities, as appropriate.

- Assist Town staff with the review of requests for any new and/or unplanned initiatives, projects and/or partnerships, and their prioritization for potential Budget inclusion, as appropriate.
- Act as a liaison to other levels of government on matters related to funding and/or policy through recommended Resolutions for Council's consideration.
- Act as Council and community ambassadors to raise community and stakeholder awareness of Town actions related to Natural Areas and Heritage, and Safe and Welcoming Communities.
- Consolidate input from any project-specific working groups, task forces and/or committees that may be established to provide the Town with community feedback on specific matters related to the Committee's mandate.
- Assist Town staff in identifying any resource constraints and needs.
- Provide direction to Town staff, where appropriate. Any direction having a staff resource and/or budget impact will require review and decision by Town Council.

### 3. Membership

Membership will consist of one Councillor from each Ward, as appointed by the Mayor, with the Mayor as ex-officio.

Town staff will provide support to the Committee, but do not count towards quorum, nor are staff voting members of the Committee. Staff participation will include staff responsible for matters related to the strategic priorities and objectives of Natural Areas and Heritage, and Safe and Welcoming Communities, as well as Strategic Priority Champions (Co-Champions and Department Head Mentor, as determined by the Chief Administrative Officer.

Clerks staff will provide administrative support to the Committee.

### 4. Recruitment, Selection of Working Group Members & Member Qualifications

The Mayor will appoint Council members.

### 5. Remuneration

No additional remuneration will be paid to the Committee members.

## 6. Responsibilities of Committee Members

Committee members shall:

- Attend meetings as required;
- Provide adequate notice if unable to attend a scheduled meeting;
- Conduct themselves in a respectful manner to staff and other committee members;
- Actively participate in meetings and discussion of options, providing support and insight to agenda topics; and
- Adhere to the Town's Procedure By-Law.

## 7. Chair

A Councillor, as appointed by the Mayor, will be the Chair.

To ensure a coordinated and effective approach to Strategic Plan implementation, the Chair will liaise with the Chair of the Growth and Infrastructure Committee.

## 8. Mayor's Priorities

The Mayor may create project-specific working groups, task forces and/or committees related to the Strategic Plan focus areas and/or the work of the Healthy Environment and Community Committee in order to advance the Mayor's priorities.

Information from any project-specific working groups, task forces and/or committees will be shared with the Healthy Environment and Community Committee, as appropriate.

The Healthy Environment and Community Committee will not direct any project-specific working groups, task forces and/or committees that may be established for the Mayor's priorities.

The project-specific working groups, task forces and/or committees may involve Councillors, Town staff subject matter experts, the public, and/or key stakeholders.

As needed, Terms of Reference or Project Charters will be developed for each project-specific working groups, task forces and/or committees.

## 9. Meeting Dates & Proceedings

Meeting dates, times and methods (in-person or virtual) will be determined at the beginning of each calendar year. While times and dates may be altered or cancelled by the Chair, the Committee will meet quarterly.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

## 10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Working Group meetings shall not proceed if quorum is not met.

## 11. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not proceed and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Mayor or designate shall assume the Chair position and call the meeting to order.

## 12. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

## 13. Agenda & Minutes

Staff will prepare recommended agendas for each meeting, in consultation with the Chair.

Meeting notes and direction to staff will be recorded and a summary of the Committee's actions and accomplishments will be presented to Council on an annual basis.

Delegated Authority will be provided to enable the Committee to provide Direction to Staff.

#### 14. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

#### 15. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference will be reviewed every two (2) years.