

# Markham Environmental Advisory Committee

## Terms of Reference

### **Mission**

To provide advice to Council on environmental policy, planning and sustainability and promote environmental awareness within the community.

### **Committee Composition**

Fourteen (14) members of the public appointed by Council. Past Chair will sit as ex-officio. Members to be selected for their environmental knowledge, expertise, community experience and ability to attend meetings. Two (2) Council member shall also be appointed.

The Chair, or designated Committee member, is appointed to the Cycling and Pedestrian Advisory Committee, Environmental Issues Committee and other Committees, as determined by Council.

### **Term of Office**

Staggered terms of office of 1, 2, or 3 years.

### **Committee Operation**

Meeting minutes and recommendations shall be received by General Committee and Council following each meeting.

### **Action Plan**

An annual action (work) plan and budget will be prepared. The Committee will also report on their accomplishments from the previous year.

### **Frequency of Meetings**

Monthly.

### **Municipal Staff roles**

1 Clerk for administrative support. Also, Staff from appropriate Commissions shall provide advisory support to the Committee for projects.

### **Role and Mandate**

Markham EAC is a dedicated group of volunteers who:

- educate and inform the public about the value and protection of the environment;
- provides advice to Council on environmental policy, planning and sustainability;
- promotes conservation and stewardship of the environment through outreach into the community;

- assists the Town of Markham in planning and implementing restoration and rehabilitation of natural areas;
- assists community groups with conservation activities in the Town of Markham.

Projects undertaken should not overlap with the work of other committees/working groups and be consistent and support Town policy and initiatives.

## **General Conduct and Code of Ethics**

Recognizing the importance of ethical conduct to the community and the corporation, a Committee member shall:

- put public interest above individual, group or social interests and consider this position as an opportunity to serve society;
- treat other Committee members and Town staff with respect and courtesy at all times;
- recognize that government service is a public trust that imposes responsibility to conserve public resources, funds and materials;
- never offer, give, or accept gifts, favours, services that might tend to influence the discharge of duties;
- never use the position to secure advantage;
- never disclose confidential information;
- declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

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Notes:

- Formally the Markham Conservation Committee
- Amended at the April 5, 2011 Council meeting, as follows: the number of Councillors was increased from one (1) to two (2).