



Torbay Environment Advisory Committee

Terms of Reference

September 8, 2020 (Rev 3)

Mandate

The Town of Torbay Environment Advisory Committee (TEAC) is responsible for providing recommendations, guidance, and advice on issues relating to environmental matters to the Planning and Land Use Development Committee (PLUD). TEAC will provide input on, not limited to, items such as community sustainability, storm water management, energy consumption/conservation, waste management, wastewater, water pollution control, wetlands, urban wooded areas and coastal erosion issues within the Town of Torbay at the request of the PLUD Committee and Council.

Goals

The Committee shall act in an advisory capacity to Council.

The Committee will strive to increase awareness, knowledge and critical thinking in the area of environmental issues and sustainable environmental practices within the Town.

The Committee may also consider and discuss matters not within the direct jurisdiction of the Town of Torbay, but which may have an impact on the Town.

Objectives

To provide recommendations to the PLUD Committee when requested on specific environmental issues that are faced by Town.

To promote, discuss and recommend sustainable development and environmental practices in the Town.

To provide advice and assistance on matters related to environmental sustainability.

To provide advice and input on policies, regulations, studies and plans from the perspective of fostering and supporting environmental sustainability.

To collaborate with the Torbay Environment & Trails Committee (TETC) and the East Coast Trail Association (ECTA) on projects and issues of mutual concern.

To promote and assist the Town in relation to achieving the objectives of the Town's Conservation Plan.

Communication Protocol

Communication between the PLUD Committee and TEAC shall be through the Director of Planning and the PLUD Committee's liaison (PLUD Committee Chair) to TEAC.

Where a development is proposed within the Town, and the PLUD Committee is unsure of the environmental impacts, the PLUD Committee through the Director of Planning & Development shall refer the proposal to TEAC with a standard review period of 14 days, as it relates to the timely processing of applications. The review period may be extended at the request of TEAC, such request is to be at the approval of the PLUD Committee.

The TEAC shall provide advice and recommendations to the PLUD Committee on the possible impacts of the proposal and suggest possible mitigation measures that can be implemented.

The PLUD Committee and Council are not bound by the recommendations presented by the TEAC.

The PLUD Committee will acknowledge all correspondence received and in addition to information being publicly available, the Council Liaison, will also, as a courtesy, provide the TEAC with updates on how the PLUD Committee and Council dealt with the proposal.

The PLUD Committee and Council also acknowledge that individuals on the TEAC may from time to time decide to provide personal opinions at public meetings. These opinions should be made known to be as personal opinions and not those of the TEAC, as TEAC is solely acting in an advisory role to the PLUD Committee and Council.

Meetings

Meetings shall take place at least four (4) times a year (quarterly basis), as well as referrals will be forwarded at the request of the Director of Planning & Development or Town staff via email when a specific issue requires a recommendation from the Environment Advisory Committee.

The Secretary of the Committee shall keep minutes of all meetings and proceedings of the Committee. These minutes shall be provided to the Planning and Land Use Development Committee after their adoption. The PLUD Committee will then provide them as part of the PLUD Committee minutes to Council. All communication shall be through the Director of Planning and Development and the appointed Council liaison.

Committee/Membership

The Committee shall consist of one (1) member of Town Council, three (3) members-at-large from residents of Torbay and one (1) member representing the TETC from which, a Chairperson and Secretary will be selected.

Town Council shall appoint one (1) Councillor as Council Liaison; this Councillor will be a member of the Planning and Land Use Development Committee.

Council will appoint 2 Committee members at the end of year one of a new Term of Council. The membership of 2 existing Committee members will be reviewed at the end of year three of the Term of Council, thereby establishing two (2) year terms, with an option for existing members to extend their participation by two (2) years, and there being a required carry-over of 2 Committee members 1 year into a new Council tenure to ensure continuity within the TEAC. For additional continuity on the Committee, the Chair of the Committee will transfer into a Past Chair role.

Committee membership shall be open to the public, selection criteria and role of TEAC members shall be clearly outlined as part of the Call for new members. Positions shall be advertised publically and confirmed by Council.

A simple majority of members of the Committee shall constitute a quorum.

The Committee, with Council approval, may form Sub-Committees to address specific issues and must report back on a regular basis to the Committee.

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