



## **Terms of Reference**

### **Scugog Environmental and Climate Change Advisory Committee (SECCAC)**

Approved by Council Resolution CR-2023-128 on April 3, 2023.  
Amended by Council Resolution CR-2023-160 on May 29, 2023.  
Amended by Council Report No. CORP-2024-002 on December 16, 2024

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[accessibility@scugog.ca](mailto:accessibility@scugog.ca) or 905-985-7346 ext. 115

# Scugog Environmental and Climate Change Advisory Committee Terms of Reference

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## **1. Purpose and Mandate**

The role of the Scugog Environmental and Climate Change Advisory Committee is to provide advice, comments and recommendations to Council on the protection, enhancement, restoration, and management of the local environment, and guidance on climate change adaptation.

The mandate of the Committee is:

- Advise and assist Council and Township staff in the protection, enhancement, restoration and management of the local environment and to help ensure that the community is planned to provide for environmental sustainability;
- To work with Council and Township staff to resolve environmental issues;
- To link with Local, Provincial and National environmental organizations;
- Provide guidance to Council regarding climate change adaptation; and
- Other areas of local concern as it relates to climate change and sustainability plans and policies.

## **2. Committee Composition**

The Committee shall be composed of ten (10) members, one (1) of which shall be a member of Council.

A Council member shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. The Mayor is a member ex-officio.

Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

### **3. Subcommittees**

The Committee may form Subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These Subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a Subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

### **4. Staff Support**

Staff has two principle functions in regard to Committees: Committee Coordinator role and Staff Liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support (Committee Coordinator) from the Public Works & Infrastructure Services Department. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time.

The Director of Public Works & Infrastructure Services or designate will act as the Staff Liaison for this Committee.

### **5. Procedures and Rules**

As a formal Committee of Council, the Committee is subject to the Procedure By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

### **6. Conflict of Interest**

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decision of the Committee. Municipal conflict of interest requirements as defined

by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

## **7. Council Role**

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the committee to ensure Committee effectiveness.

## **18. Youth Members**

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in environmental and/or climate change issues.
- It is important that the youth member be able to attend as many Advisory Committee meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.