

THE REGIONAL MUNICIPALITY OF WATERLOO
ECOLOGICAL AND ENVIRONMENTAL ADVISORY COMMITTEE
(EEAC)
TERMS OF REFERENCE

1. TERMS OF REFERENCE

- 1.1 The Ecological and Environmental Advisory Committee (E.E.A.C.) will review planning applications deemed by the Commissioner of Planning, Housing and Community Services or his/her designate to have environmental implications of Regional significance. To ensure the Committee's workload remains manageable, staff of the Planning and Works Department will carefully screen applications and refer to E.E.A.C. only those which may involve substantive issues which require review by a panel of experts. The Committee, in accordance with the policies in Chapters 3 and 4 of the Regional Official Policies Plan, will review and make recommendations thereon to staff and through staff to Area Municipal Councils:
- 1.1.1 Environmental Impact Statements submitted in support of proposals to change the legal use of land within or contiguous to Environmentally Sensitive Policy Areas (E.S.P.A.) or other areas of Regional interest in the Natural Habitat Network;
 - 1.1.2 Environmental Assessments for infrastructure projects referred by the Commissioner of Planning, Housing and Community Services;
 - 1.1.3 Regional Master Planning Studies with implications for the natural environment;
 - 1.1.4 Aggregate Pit applications deemed to have significant environmental implications;
 - 1.1.5 (Sub)watershed studies having implications for Environmentally Sensitive Policy Areas;
 - 1.1.6 Management Plans for Regional Agreement Forests; and
 - 1.1.7 Significant ecological restoration initiatives.
- 1.2 The Ecological and Environmental Advisory Committee will, upon the request of staff from the Regional Municipality of Waterloo, the Planning and Works Committee or the Council of an Area Municipality, advise on:
- 1.2.1 the application of the environmental policies in the Regional Official Policies Plan; or
 - 1.2.2 the implications for the Region's natural environmental and natural resources of Provincial, Regional or Area Municipal legislative or policy initiatives, particularly as these may affect policies in the Regional Official Policies Plan.
- 1.3 The Ecological and Environmental Advisory Committee may, at the request of an Area Municipality, advise on the environmental implications of a development proposal affecting part of the Natural Habitat Network or any other natural area.
- 1.4 The Ecological and Environmental Advisory Committee may, on its own initiative, advise the Region on new alternatives of an ecological nature which may improve the management of the urban and rural landscape and thereby contribute to the well-being of the human community.

- 1.5 The Ecological and Environmental Advisory Committee will evaluate the suitability for candidate Environmentally Sensitive Policy Area status of natural areas identified by (sub)watershed studies, Provincial ministries, consultants or experienced naturalists and periodically review the appropriateness of E.S.P.A. boundaries which have not previously been determined by resolution of Regional Council.
- 1.6 The Ecological and Environmental Advisory Committee will periodically exchange information with Area Municipal Environmental Advisory Committees. Efforts will be made to ensure that the respective mandates of the Regional and Area Municipal committees do not overlap or conflict.
- 1.7 The Ecological and Environmental Advisory Committee will advise on the design, maintenance and continual updating of a Regional ecological database.
- 1.8 The Ecological and Environmental Advisory Committee will prepare and periodically update a set of guidelines to assist proponents and consultants in the preparation of Environmental Impact Statements required by the Regional Official Policies Plan.
- 1.9 The Ecological and Environmental Advisory Committee will monitor and report to staff on the state of the Regional Environment prior to each review of the Regional Official Policies Plan. The State of the Environment Report may include but not necessarily be limited to:
 - 1.9.1 surface and groundwater resources;
 - 1.9.2 the effectiveness of measures to curtail the pollution of the Region's air, water and soils;
 - 1.9.3 the management of agricultural land as it affects the natural environment;
 - 1.9.4 rural and urban woodland resources;
 - 1.9.5 aggregate extraction and rehabilitation;
 - 1.9.6 natural habitat and wild life species;
 - 1.9.7 land resource utilization;
 - 1.9.8 the impact of the new technology upon the physical environment;
 - 1.9.9 recreational uses as they affect the Natural Habitat Network;
 - 1.9.10 initiatives by the Regional Municipality of Waterloo, Area Municipalities, School Boards and others to improve the quality of the natural environment; and
 - 1.9.11 the effect of changes in the natural and social environment upon the quality of life in the Region.

It is recognized that not all of the above items will be dealt with in every report. Aspects of the Region's environment will be reported on as required, subject to the availability of staff resources.

- 1.10 The Ecological and Environmental Advisory Committee will endeavour to increase general public understanding of particular environmental issues.

1.10.1 advising owners of ecologically significant lands when they so request; or

1.10.2 advising and assisting the Region, when so requested, with information to further public understanding of particular environmental issues.

2. **MEMBERSHIP**

2.1 The membership of the Ecological and Environmental Advisory Committee will consist of:

2.1.1 **Fifteen (15)** persons appointed by Regional Council for up to **four (4) years**, in such a way that at least five (5) members will be reappointed or replaced every year; **terms are as follows:**

- **One (1) year term, maximum of eight (8) years**
- **Two (2) year term, maximum of eight (8) years**
- **Three (3) year term, maximum of nine (9) years**
- **Four (4) year term, maximum of eight (8) years;**

2.1.2 At least **one (1)** member of Regional Council, appointed for the term of each Council.

2.2 Staff of Provincial agencies, the G.R.C.A., Area Municipalities or environmental interest groups are eligible for appointment as individuals and not as representatives of their respective employers or interest groups.

2.3 Members will be appointed on the basis of experience, how their knowledge and skills complement the expertise of the Committee and their availability to attend meetings and serve on various sub-committees.

2.4 The Commissioner of Planning, Housing and Community Services or is/her designate shall be in attendance at all meetings.

3. **OPERATION OF THE COMMITTEE**

3.1 The Chair and Vice-Chair of the Ecological and Environmental Advisory Committee will be elected from among the members at the first meeting of each calendar year. The Chair should be able to devote some time between meetings to working informally with Regional staff or attending the occasional meeting of the Planning & Works Committee or Council when circumstances warrant.

3.2 The quorum for the meeting shall be a majority of the appointed members as of the date of the meeting.

3.3 Meetings of the Ecological and Environmental Advisory Committee will normally be held once a month and be open to the public. In Camera discussions will only be held in strict compliance with the Regional Procedural By-law.

3.4 Any member missing three (3) consecutive meetings or a total of six (6) meetings in a year without excuse shall be requested to resign from the Committee and will be replaced at the earliest opportunity.

- 3.5 Members will, from time to time, be expected to serve on sub-committees reviewing particular applications or issues.
- 3.6 **The Ecological and Environmental Advisory Committee will advise Regional staff by resolution on matters referred to them.** Any minority view together with the view of the majority opinion will be recorded in the minutes.
- 3.7 Staff support to the Ecological and Environmental Advisory Committee will be provided by Council and Administrative Services.
- 3.8 The Ecological and Environmental Advisory Committee will, from time to time, invite other persons to address the Committee and participate in discussions on subjects before the Committee or to be briefed on environmental initiatives and activities by other agencies or organizations.

4.0 **CONFLICT OF INTEREST POLICY**

All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall annually review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.