

**CALEDON ENVIRONMENTAL ADVISORY COMMITTEE  
[C.E.A.C.]  
TERMS OF REFERENCE  
MARCH 1996**

Revised: January 2000, January 2003

Note: The use of italics in this document denotes key terminology  
which is defined in Appendix A - Glossary of Terms.

**IN THE BELIEF THAT LOCAL RESIDENTS CAN AND SHOULD CONTRIBUTE TO THE STEWARDSHIP OF OUR NATURAL ENVIRONMENT, BOTH INDIVIDUALLY AND COLLECTIVELY, THE FOLLOWING ARE THE GOAL, PRINCIPLES AND ACTIVITIES OF A COUNCIL APPOINTED GROUP OF CITIZENS CALLED THE CALEDON ENVIRONMENTAL ADVISORY COMMITTEE (C.E.A.C.)**

**1.0 GOAL:**

To advise and assist the Council and the citizens of the Town of Caledon in the protection, *enhancement, restoration*, management and appreciation of our common natural heritage and in ensuring that our communities are planned for environmental sustainability, health and respect for all life.

**2.0 GUIDING PRINCIPLES:**

These principles are intended to guide and assess the actions of the Caledon Environmental Advisory Committee. In carrying out its mandate, the CEAC will be governed by these principles and will not undertake any actions which compromise its commitment to these principles.

**2.1 Sustainability**

The *sustainable integrity* of *ecosystems*, both natural and human, will be a primary consideration in all activities and decision making processes.

**2.2 Carrying Capacity**

The natural limits of ecosystems must be respected and the *cumulative environmental effects* of development assessed.

**2.3 Mutual Support**

Ecosystem integrity and sustainable social, physical, and economic health are interdependent.

**2.4 Long Term Perspective**

The effects of decisions and trends will be considered in a time perspective of seven generations, to assure precaution, wise use, and equity.

## **2.5 Innovation**

Positive, responsible and creative environmental stewardship and change will be fostered. A diversity of organizations and solutions is recognized as a strength.

## **2.6 Stewardship**

The people of Caledon are acknowledged as important stewards of the environment and as sources of information about the history and current condition of ecosystems.

## **2.7 CEAC Perspective**

The CEAC shall strive to bring a broad, multi-disciplinary and objective perspective to its activities, and shall remain adaptable and responsible to new issues and challenges.

## **3.0 ACTIVITIES**

### **3.1 Offer Advice on:**

- 3.1.1 Protection, enhancement, restoration and management of ecosystems and ecosystem integrity both within and related to Caledon.
- 3.1.2 Sustainable use and management of renewable and non-renewable natural resources, such as: aggregates; forestry; and, agriculture.
- 3.1.3. Development, implementation, evaluation and monitoring of municipal environmental policies, programs, studies and other initiatives.
- 3.1.4 Data gaps, information needs and new strategies regarding environmental sustainability.
- 3.1.5 Monitoring ecosystem health and recommendations for specific studies and enhancement/restoration measures, relating to ecosystem health.
- 3.1.6 Preparation of guidelines for environmentally related initiatives such as: environmental impact studies and management plans; ecological restoration; and; monitoring programs.

### **3.2 Prepare:**

- 3.2.1 A five year strategic plan.
- 3.2.2 An annual Status Report and Work Plan which shall be submitted to Council in October of each year. The report shall, among other things:
  - a) summarize the activities and achievements of the CEAC over the previous year;
  - b) describe ongoing activities and issues and identify new priorities/concerns; and,
  - c) outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

The Committee may, from time to time, become aware of additional environmental concerns and issues which are not identified in the annual Status Report and Work Plan, but which the Committee believes are relevant to the goal, principles and activities of the CEAC. In such circumstances, the Committee shall seek Council's direction to become involved in these issues as appropriate.

- 3.2.3 A "State of the Environment Report" for Caledon (may be prepared every five years).

### **3.3 Research:**

- 3.3.1 Review and compile environmental, social and economic studies and documents pertinent to Caledon to provide a storehouse of research and information for public and private use.
- 3.3.2 Conduct/promote research and other special projects to support the goal, principles and activities of the CEAC.

### **3.4 Review and Comment on:**

- 3.4.1 The environmental policies, programs, legislation, reports and initiatives of government and non-government organizations which pertain to municipal environmental planning.
- 3.4.2 Current Ontario Municipal Board and legal decisions which affect the interpretation and implementation of environmental planning policies.
- 3.4.3 Issues referred to the Committee by Council, including, but not necessarily limited to: development proposals; environmental impact studies and management plans; and, environmental assessments. In considering such referrals, CEAC will review the issue and advise Council of a recommended course of action and/or response. Where such referrals are subject to time constraints, either legislative or Council imposed, CEAC is bound by such limits. If CEAC believes it will be unable to meet applicable deadlines Council must be advised accordingly.

### **3.5 Liaison:**

- 3.5.1 Exchange information with other environmental advisory committees, municipal environmental planners, federal and provincial agencies, Non-Governmental Organizations (NGO's) and other Caledon groups involved in activities such as economic development, waste, resource management, agriculture, health and recreation/tourism which may also have an interest in ecosystem integrity and the sustainability of communities.

### **3.6 Public Education:**

- 3.6.1 Develop and conduct a public education program which supports the growth of environmental awareness and appreciation in Caledon and promotes the goal, principles and activities of the CEAC.

## **4.0 MEMBERSHIP AND RESPONSIBILITIES**

- 4.1 CEAC shall consist of 18-24 members appointed by Council. This membership shall be composed of: members of the public, preferably including 2 representatives from the agricultural community and representation from each of the Caledon Secondary Schools; two Caledon Councillors; and, two Caledon staff members, at least one being from the Planning Department. All members are regarded as private citizens and do not represent any agency or firm in their capacity as a CEAC member.
- 4.2 Members shall be appointed for three year terms with a maximum continuous tenure of two full three year terms. Upon expiry of a member's term of appointment, the member may be re-appointed for an additional term by council, if eligible. If the member has served the

maximum tenure permitted, Council shall appoint a replacement. Members that have served the maximum tenure permitted may be appointed for an additional three year term by Council at the recommendation of the Committee. Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g.: student representatives, non-resident "experts", or to fill out a prematurely vacated term).

(Note to Reader: Initially, the membership shall be equally divided and appointed for one, two and three year terms in order to provide for a consistent and continuous rotation. This clause does not form part of the CEAC Terms of Reference.)

- 4.3** Eligible Members will generally be residents or taxpayers in the Town of Caledon, excepting staff liaison. A limited number of non-residents or non-taxpayers may be considered where they hold academic qualifications or professional expertise not represented on the Committee.
- 4.4** Members will be selected on the basis of their demonstrated interest and participation in environmental and community matters. Academic qualification, availability, work experience, community involvement, knowledge and professional expertise will be taken into consideration.
- 4.5** A Chair, Vice-Chair and recording secretary for the CEAC will be elected by majority vote among the members at the first meeting of every year. The Chair will be expected to be available to make presentations to Council on CEAC reports.
- 4.6** All members will be expected to devote some time between meetings to work on matters before the Committee.
- 4.7** In the absence of both the Chair and Vice-Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.
- 4.8** By majority vote, CEAC may recommend to Council, removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide adequate written notification to the Chair prior to such action.
- 4.9** If at any time Committee size drops below 18 members, as specified in Section 4.2, Council shall appoint an appropriate number of new members.
- 4.10** In considering new appointments to the Committee, as described in Sections 4.2, 4.8 and 4.9, Council will normally select new members from any remaining applications received during prior CEAC appointment periods. Council may also wish to advertise for new public applications from time to time, in accordance with current municipal procedures.

**5.0 REPORTING:**

**5.1** The Caledon Environmental Advisory Committee (CEAC) is an Advisory Committee established by Municipal Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Municipal Council.

**5.2** CEAC reports directly to council, under the signature of the Chair or designate. CEAC reports and communications will normally be directed to Council through the Planning Department, but the CEAC may also appear before Council as a delegation.

**6. FINANCING**

**6.1** Financial support for the committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

**6.2** Committee members will receive no remuneration for their involvement in Committee activities. An exception to this clause may be granted by resolution of Council if so requested by CEAC.

**7.0 CONFLICT OF INTEREST:**

**7.1** Members having a conflict of interest in any matter under consideration by the Committee shall declare the conflict of interest at the beginning of the meeting and shall not discuss or vote on the matter.

**8.0 STAFF LIAISON AND SUPPORT SERVICES**

**8.1** Administrative support will be provided by the Town's Planning Department, including: the coordination of CEAC related communications and correspondence; forwarding deputation requests to the Chair; and, assisting in the preparation of CEAC reports.

**8.2** Staff appointees are considered full CEAC members in all respects except with regards to voting procedures (refer to Section 9.5), and shall attend meetings in this capacity.

**8.3** The CEAC budget will be administered by the Planning Department.

**9.0 MEETINGS**

**9.1** The committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. All committee meetings are public.

**9.2** The Committee may, from time to time, invite resource persons to attend a meeting.

**9.3** The Committee may establish sub-committees for various topics, issues or proposals as

required. Such Sub-committees may include non CEAC members, with the approval of the Chair, provided the Sub-Committee is chaired by a CEAC member. Sub-Committees shall report to the CEAC through the Sub-Committee Chair.

- 9.4 Quorum for a full Committee meeting will be 50% of the current membership plus 1.
- 9.5 On matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. Caledon staff members on the Committee do not have voting rights but are considered full members in all other aspects. The Chair generally does not vote, unless deemed necessary to break a tie.

## **10.0 AMENDMENTS**

- 10.1 Amendments to the Terms of Reference can only be made by Council.
- 10.2 CEAC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.

**APPENDIX A - GLOSSARY OF TERMS  
CALEDON ENVIRONMENTAL ADVISORY COMMITTEE  
TERMS OF REFERENCE**

Note: These definitions are from Town of Caledon Official Plan Amendment 124,  
which provides the policy basis for establishing the CEAC.

- 1. Carrying Capacity**  
The capacity of a site to support a use without substantial negative impact on environmental systems such as: groundwater; surface water; vegetation; wildlife; and, soil.
- 2. Cumulative Environmental Effects**  
Ecosystem change resulting from human activity in an ecosystem interacting with pre-existing stressors. These changes are characterised by being collectively significant over time and space, by occurring frequently in time or densely in space, and by combining additively or synergistically.
- 3. Ecosystem**  
Systems of plants, animals, and micro-organisms, together with the non-living components of their environment, related ecological processes, and humans.
- 4. Enhancement**  
The management of land and water to modify ecosystem form, processes, or attributes to produce a desired end state or conditions. In this document, enhancement shall mean improvements to the integrity of ecosystems.
- 5. Integrity**  
An ecosystem is considered to have integrity when its inherent potential is realized, its condition is stable, its capacity for self repair when perturbed is preserved, and minimal external support for management is needed.
- 6. Restoration**  
The management of lands and water to produce a state more closely reflecting a natural form, processes and attributes: re-establishing a former natural state or condition.
- 7. Sustainable**  
Use of land or a resource without the loss or reduction of ecosystem integrity.

