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**Town of Ajax Advisory Committee Structure:
Environmental Advisory Committee
S. Moore and D. Hogg**

Targets

**Overview of
Committee
Structure**



**Environmental
Advisory
Committee
Involvement**



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Why Get Involved?

Benefits to becoming an Advisory Committee Member

- lets you have your say
- leads to other volunteer opportunities
- community ambassador
- provides insight on emerging issues and projects
- fosters leadership & teamwork skills
- civic responsibility
- connects you with the Town, Council & staff

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[@townofajax](https://twitter.com/townofajax)

Town Structure

Council

Chief Administrative Officer

CAO's Office

Recreation & Culture

Fire & Emergency Services

Finance

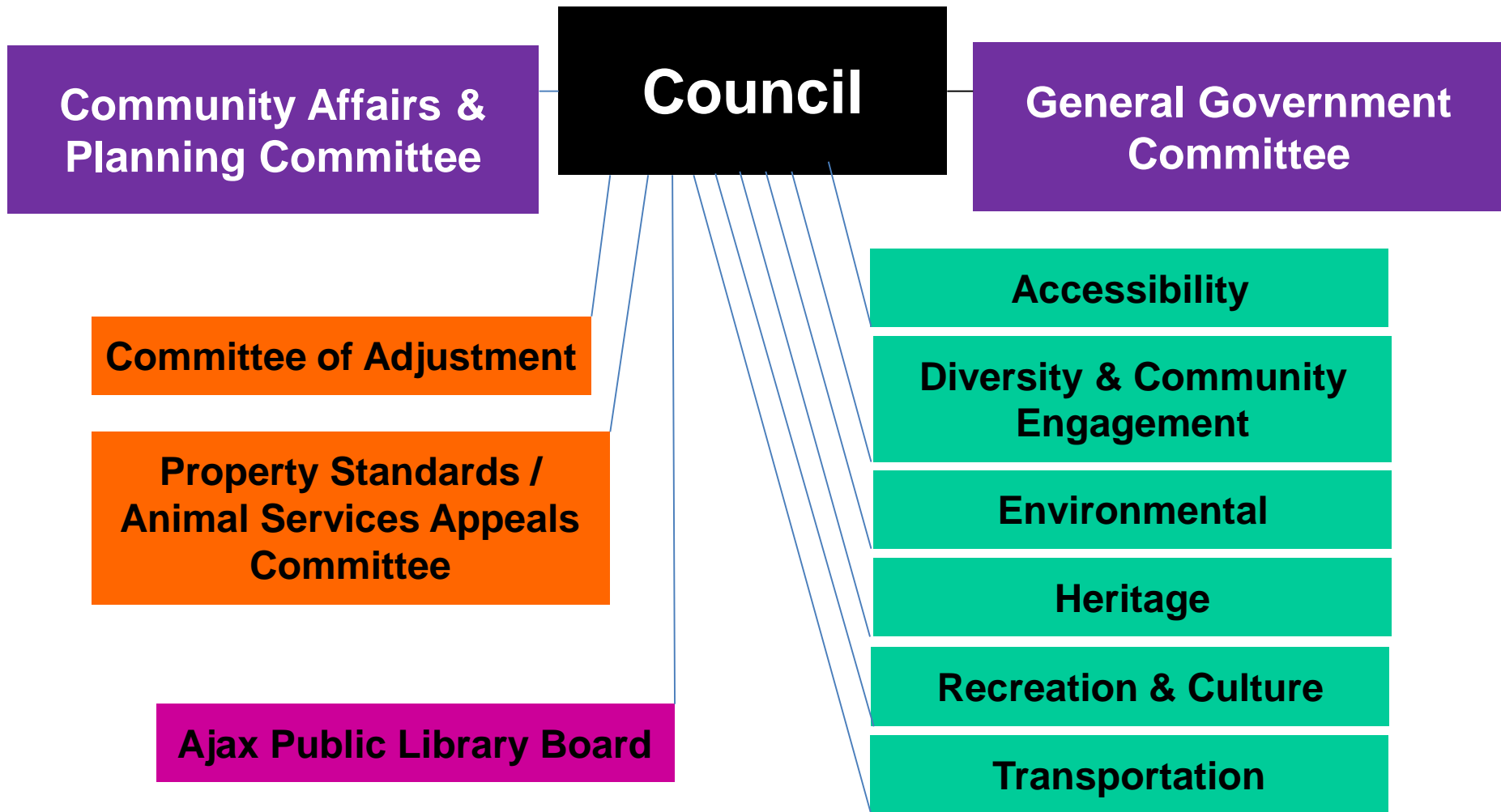
Planning & Development

**Legislative & Information
Services**

**Operations &
Environmental Services**

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Town Structure



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Committee Policy & Meeting Procedures



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Committee Composition

- **Meet once monthly** (except during July and August, and for some, December) for 2 hours. (open to the public)
- **Duration of committee and membership follows term of Council** (approx. 4 years)
- **Attendance** is recorded – “3 Strike” system
- **Semi-formal meeting environment:** agendas, minutes, motions (mover/seconded), quorum

Guiding Resources

- 
- A blue binder is shown open, with a white page inserted. The page contains a list of six items, each preceded by a bullet point. The binder is set against a light blue background with a subtle sunburst pattern.
- Terms of Reference
 - Meeting Schedule
 - Contact List
 - Work Plan
 - External/Corporate Documents Relative to Committee
 - Agenda Packages

Meeting Routine

- Call to order
- Disclosure of pecuniary interest
- Adoption of minutes
- Presentations/discussion items
- Standing items (work plan; departmental updates)
- Correspondence
- Report from Council
- New Business
- Adjournment



Election of Chair / Vice-Chair

- Early in the year, the Committee Coordinator and Staff Liaisons will facilitate an election for the positions of Chair and Vice Chair
- Nominees will be accepted and then voted upon by show of hands
- Appointments are for 1 year
- Council Members are not eligible for position of Chair/Vice-Chair



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Relevant Policies & By-laws

- Town of Ajax Corporate Policy 047 outlines meeting procedures for the Advisory Committee
- Advisory Committee Code of Conduct
- Comprehensive orientation

Agendas & Minutes

- **Agendas & Minutes:**
 - Agenda packages are circulated electronically (or in some other format) approx. one week before meeting
 - Minutes are taken at each meeting and are approved at the following meeting.
- **Open Meetings vs. Closed Meetings**
 - All Committees are expected to operate in accordance with the Open Meeting Requirements of the Municipal Act

Advisory Committee Code of Conduct

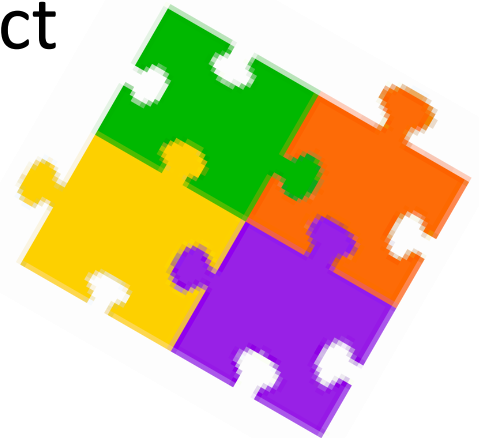
- All appointees to Advisory Committees will be asked to sign a Code of Conduct which sets out general standards of behavior for committee members
 - Conduct at meetings (being respectful of others, arriving prepared, etc.)
 - Things to avoid (accepting gifts, failing to declare conflict of interest, reveal confidential information, etc.)



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Subcommittees

- Sub-committees may be established as required, to carry out a specific project included in the annual work plan submission, and disbanded on completion
- Must be chaired by a Member of the Advisory Committee or a staff liaison to the Committee, but membership may be drawn from relevant stakeholders or the general public with appropriate interest and expertise



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Annual Report to Council



- Each year, at minimum, the Advisory Committee shall prepare an annual report/presentation to Council, outlining accomplishments and work plan initiatives.

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Environmental Advisory Committee



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Mandate

- Promote the preservation, conservation, protection and enhancement of our natural environment
- Assist the Town of Ajax, the Toronto Region Conservation Authority and the Central Lake Ontario Conservation Authority with the implementation of community projects;
- Examine and comment on Town policies relating to environmental issues; and
- Assist with public outreach and education regarding environmental issues (e.g. Ajax Green Living Days, Waste Reduction, etc.)



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Involvement & Engagement

- Advising
 - Policy & Plan Review
 - Cell tower and bird flight paths
 - Waterfront Protection
- Advocacy
 - Adopt-a-Trail Program
- Awareness & Education
 - Town events



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**Looking forward to learning
from you today!**