

Environment Advisory Committee *Orientation*

June 27, 2023

Overview

1. Committee Process and Meetings
2. Role of Committee Members

Environment Advisory Committee

- [Environment Advisory Committee](#) established by Council Resolution C374-2022 through adoption of Committee terms of reference.
- 2022-2026 term Committee Members appointed May 3, 2023 by Council Resolution C111-2023, until November 14, 2026 or until successors are appointed.

Environment Advisory Committee

Membership

- 11 members of the public, appointed until November 14, 2026, or until successors are appointed:

Sukran Balaban	Brajgeet Bhathal
Pushproop Brar	Charles Coimbra
Subhash Chander Duggal	Neil Fairhead
Hardik Mankad	Shailly Prajapati
Sherry-Ann Ram	Sandra Roppa
Raman Vasudev	
- 1 Councillor:
Regional Councillor Gurpartap Toor – Wards 9 and 10

Environment Advisory Committee

Attendance and Quorum

- **Quorum** = 6 citizen members
a majority of the 11 citizen members to be present to convene a meeting
- If a member is absent for three consecutive meetings, that position may be declared vacant and an alternate member is appointed
- *Please contact Sonya Pacheco if unable to attend a meeting*

Meeting dates and location

- Bi-Monthly (**Tuesdays at 6:00 p.m.**)
- Meetings held at City Hall - 4th floor Council Chambers, with option to participate virtually

Environment Advisory Committee

Purpose

- The Committee will assist, educate, and engage the community to advance the goals and actions of the City's Grow Green Environmental Master Plan (EMP). The Committee will advise City Council on environmental planning policy and sustainability matters to promote the protection, enhancement, and management of the City's natural and built environment.

Responsibility

- The Committee will act as the City's liaison/forum on environmental issues. The Committee will collaborate with other internal and external advisory committees and environmental partners and agencies to achieve the City's environmental mandate and goals.

Scope

- Serves an advisory, consultative role
- Does not have decision making authority, but may make recommendations to City Council through Committee of Council

Meeting Procedures, Agendas and Minutes



Meeting Procedures

- Council [Procedure By-law 160-2004](#), as amended

Agendas

- digitally published the Thursday before the scheduled meeting date
- available on the City [website](#)
- meeting information available in alternate formats, upon request

Minutes

- Committee recommendations/proceedings recorded in Committee Minutes
- Minutes presented to Committee of Council for approval
 - Committee of Council Minutes approved by Council

Agenda Sections

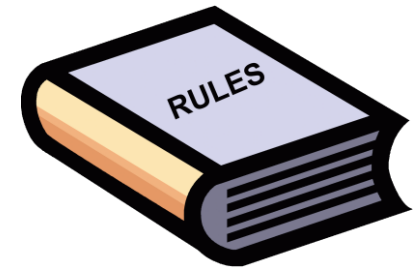


Committee Agenda:

1. Approval of the Agenda
2. Declarations of Interest under the Municipal Conflict of Interest Act
3. Previous Minutes
4. Delegations/Presentations
5. Reports/Updates
6. Sub-Committees
7. Other/New Business
8. Correspondence
9. Question Period
10. Public Question Period
11. Adjournment

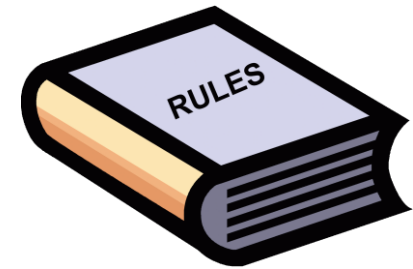
Municipal Conflict of Interest Act

- The Act applies where a **direct or indirect pecuniary (financial benefit) relationship** may exist for a member as a result of a matter before the Committee
 - “relationship” includes parent, spouse, child
- The member must declare a conflict of interest at the beginning of the meeting and excuse themselves from the proceedings and involvement in the decision
- Declaring a conflict is up to the individual member
- New requirement for declaration to also be in writing
- Can seek advice regarding conflict of interest from Integrity Commissioner



Rules of Debate and Decision-Making

- Considering an agenda item:
 - Chair calls the item
 - May be introduction of item by Chair, member, staff
 - Committee considers the item
 - May ask questions of staff/proponent
 - May speak in favor/against the item/issue/proposal
 - Speaking and debate must be relevant to item under consideration



Rules of Debate and Decision-Making

- Making a decision
 - Consensus-based decision-making
 - Committee member introduces a motion to do something
 - Verbal or in writing
 - Does not require a seconder
 - Motion debated and may be amended, referred, deferred
 - After debate, Chair puts motion to a vote
 - Majority vote to pass Motion (does not carry on tie vote)

City By-laws and Policy

- [Procedure By-law](#)
- [Code of Conduct](#)
- [Lobbyist Registry](#)
- [Grow Green Brampton](#)
- [Brampton's Environmental Master Plan](#)

Role of Committee Members

- Be familiar with Committee responsibilities
- Review agenda materials
- Attend meetings
- Listen to the presentations and debate; be respectful of everyone
- Contribute to discussions and ask questions for clarification
- **Work on sub-committees and participate at Committee events**
- Avoid emotional attachment
- If delegating to a Council or other Committee meeting, qualify your role (an interested citizen or Committee representative – if authorized)
- Support the Committee decision once approved
- Avoid criticizing Council decisions
- Refer media inquiries to the Chair or City staff
- Remember staff is available to help
- Enjoy the experience!

Environment Advisory Committee

Orientation – June 27, 2023

*Discussion
Questions?*

Committee Contact:

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City Clerk's Office

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