



KING ENVIRONMENTAL ACTION TEAM TERMS OF REFERENCE

1. Purpose of the King Environmental Action Team

The King Environmental Action Team (KEAT) (henceforth known as the Team) is established to implement actions set out by the Community Services Department and to address ongoing climate change, environmental stewardship, and other environmental issues within the Township of King. Environmental actions will be undertaken to enhance and conserve the natural environment of King Township and support climate change mitigation efforts. The Team will support the implementation of the King Community Climate Action Plan (2024), King Corporate Strategic Plan (2023-2026) and the Recreation & Community Master Plan (2021).

2. Committee Objectives, Responsibilities & General Activities

- I. The KEAT will act as a link between citizens and Township Staff to address and assist in the implementation of projects that will enhance the local community.
- II. To support and advise Township Staff on initiatives and matters relating to:
 - Environmental outreach, public awareness and promotion
 - Tree planting, waste diversion outreach at events, represent & promote KEAT at local events.
 - Address climate change and sustainability issues impacting King Township
 - Educational workshop planning and implementation
 - The promotion of greenspace, environmental restoration, and enhancement projects.
 - Park Clean Ups, Guided Hikes, Invasive Species Mitigation, Pollinator Education, Community Garden Development
 - Help in obtaining grant funding to support local community lead environmental projects.
 - Bring grants and funding opportunities to the attention of the Team
- III. No individual member or the Group as a whole has the authority to make direct representations of the Township to Federal or Provincial Governments.

3. Membership Composition & Meeting Information

- I. The Team will be composed of community members who have successfully applied and who have been selected by King Community Services Staff, as follows:
 - Up to three (3) Community Services staff members.
 - Chair meetings, take notes, distribution of information.
 - Local Community members:
 - Residents (16+)
 - Community Groups
 - 1-2 representatives
 - School Groups
 - 1-2 representatives
- II. Team members from all backgrounds and those sixteen (16+) years or older are encouraged to apply. The Team should be diverse, energetic, and willing to take environmental action within the Township of King. Staff members within the Environment King Section of the Community Services Department will undertake the recruitment of Team members throughout the year.
- IV. Interested applicants are required to complete and submit an application that explains why they are interested in becoming a member of the King Environmental Action Team.
- V. Team members are asked to commit to at least a 1-year term to ensure capacity and continuity to complete group actions. Each member who successfully completes one year with the Team and participates accordingly will not have to reapply to join the KEAT the following year. Any member who leaves at any point during a one-year period, will have to reapply if they wish to re-join the KEAT later.

4. Team Member Commitment

- II. Attend at least 2 KEAT meetings throughout the year.
- III. Be actively engaged and participate in at least 2-4 environmental events/initiatives per-year.

5. Frequency of Meetings

- I. The KEAT will meet the second Tuesday of each month, apart from July, August and December in order to undertake planning for future months.
- II. Specific Dates, times, and locations will be determined by the Team at its first annual meeting.
- III. Additional meetings may be necessary and will be called by the Chair to address these matters.

- IV. Meetings will be in person with an optional virtual component for those unable to attend in person.

5. Minutes and Agenda

- I. The Chair of the KEAT will be responsible for minute taking and distribution.
- II. The meeting minutes of the Team, will include the following:
 - Attendance
 - Items Discussed
 - Action Items to be implemented.
 - Other Topics
 - Township Updates relating to Environmental Stewardship, projects and funding, upcoming events and activities.
 - Results of previous local actions undertaken

6. Reporting Structure

- I. The KEAT does not have any delegated authority.
- II. The KEAT has no authority to direct staff but may make recommendations.

7. Reporting

- I. An annual report will be required in which all activities undertaken by the Team will be highlighted, including budget and project summaries. The report will be due by November 31 of any given year.
- II. The report will be circulated to council and the Senior Leadership Team. The KEAT Chair can be sent all documents pertaining to reporting. The Chair will share the report(s) with other Community Services staff who sit on the KEAT, to ensure accuracy of reporting.
- III. Engagement of KEAT members will be undertaken at the beginning and end of the year to gather information about desired actions/goals for the year and how successful they were in completing those goals.
- IV. The information gathered via the KEAT reporting will be included in annual reporting projects within the Community Services Department.

8. Amendments to the Terms of Reference

- I. Amendments to the Terms of Reference may only be made by staff members within the Community Services Department. The KEAT members can propose amendments, if endorsed by a majority vote of the KEAT.

9. Resignations

- I. Any resignation from the KEAT Committee shall be tendered in writing to the Chair of the Team who will advise the remaining members of the KEAT of the resignation.

10. General Conduct

- I. All King Environmental Action Team members are required to complete a volunteer Application Form and participate in the volunteer training offered by Township of King Community Services Staff.

11. Media/Communications

- I. Coordination of any communication pieces/advertisements, etc., will be through the dedicated Township support staff to the Township Communications Committee, and fully supported to promote the progress of initiatives and/or plan updates and to communicate all/any engagement activities within the community to encourage active participation and consultation.