



Environmental Stewardship Committee (WESC)

Terms of Reference – (Updated April 2026)

1. Purpose

1. To address environmental items and initiatives within the Municipality of Whitestone. and to address environmental stewardship with the Municipality

2. Key Duties and Responsibilities

1. Define common environmental initiatives, issues, objectives, and priorities;
2. Share their issues, knowledge, and experience;
3. Develop and maintain environmental stewardship work plans;
4. Collaborate to achieve common objectives;
5. Make recommendations to Council regarding support for new and existing conservation initiatives;
6. Measure and report progress against objectives;
7. Advocate and communicate to the community on environmental items and initiatives;

3. Constituency & Qualifications of Committee Members

1. Members to be appointed by Council as follows:
 - (i) Maximum two (2) members of Council;
 - (ii) Maximum five (5) additional members of the public.
2. Appointees should have an interest in environmental items and initiatives and should be prepared to act as liaison with, and to enlist the support of volunteers and the public.
3. Encouraged representation from the following:
 - a. Lake associations, conservation associations, road association, community organizations, First Nations, members of the public and any others
4. Willing to engage in committee initiatives, and work programs

4. Chair, Vice Chair and Recording Secretary

1. Chair and Vice Chair to be selected by Committee members at first meeting or upon resignation of the position and ratified by Council.
2. Duties of Chair:
 - Schedule and convene meetings of the Committee
 - Chair meetings of the Committee
 - Present brief progress / status reports to Council as appropriate or requested
 - Maintain vitality of Committee roster through succession planning.
 - Prepare meeting Agendas
3. Duties of Vice Chair:
 - Chair Committee meetings in absence of Chair
 - Assist Chair as required
 - Act in the Chair position when the Chair is absence or unable to perform their duties
4. Duties of Recording Secretary
 - Record Committee meetings via note taking
 - Submit draft meeting minutes to Municipal Staff in advance of the next meetingAssist in the Teleconferencing / videoconferencing facilities when made available for members

5. Term of Appointments

1. Term of Council
2. In the event of a member's resignation or inability to serve, a replacement will be sought for the balance of the Council term.
3. No term limits will be imposed; however, succession planning will be completed at the end of each Council term.

6. Quorum

1. 50% plus 1 member

7. Meeting Frequency, Time Commitment and Meeting Types

1. The Committee will meet in person or by teleconference as required to advance its work plan in a timely manner. .
2. In addition to regularly scheduled meetings, the Committee may hold special meetings (for example, for site visits).
3. The estimated time commitment for Committee members, including preparation for meetings, is two (2) hours per month.
4. Meeting times will be proposed by the Chair in consultation with the Committee members for each calendar year. The proposed meeting schedule will be presented at the last meeting of the current year for the following year.
5. Audio / Videoconferencing facilities may be made available for members unable to attend in person, however Audio / Videoconferencing facilities may not be made available for all meetings

6. The meetings if or when made available via Audio / Videoconferencing facilities, will not be recorded or videoed and Audio / Video recordings of the meeting will not be made available
7. Members are encouraged to attend meetings to the best of their abilities

8. Operational year time frame

1. January – December

9. Staff Support / Advisor(s)

1. To be determined, as required and as requested by the Committee