

## TERMS OF REFERENCE

**Committee Name:** Environmental Advisory Committee

**Type:** Select

### Approvals/Reviews/Amendments

<b>POLICY/AMENDMENT APPROVED BY:</b>	<b>DATE OF COUNCIL MEETING:</b>	<b>SECTION AMENDED</b>
<i>"Wayne Lippert"</i> Mayor	June 12, 2006	ORIGINAL POLICY
<i>"Wayne Lippert"</i> Mayor	January 26, 2009	Section Amended: Revisions to Sec. 2.03.01, 03, and 04. Remove 2.03.06 Revisions to membership
<i>"Wayne Lippert"</i> Mayor	May 24, 2011	Add: Section 3.15 Amend Section 3.01 to read "The Committee shall consist of 8 voting members appointed by Council.

### 1.0 Committee Purpose

- 1.01 To provide advice and assistance to Mayor and Council, and the citizens of the City of Vernon in the protection, enhancement, restoration and management of the local environment and to ensure that the community is planned to provide for environmental sustainability.
- 1.02 Is a Select Committee established by resolution of the Council of the City of Vernon in accordance with these Terms of Reference and within the terms of the City of Vernon Council Committee System Policy. Committee members are bound by these Terms of Reference, and are accountable to the Mayor and Council of the City of Vernon.

### 2.0 Duties

- 2.01 The Committee will consider environmental matters where the City of Vernon has jurisdiction or a direct involvement – e.g. identification and preservation of environmentally sensitive areas, Official Community Plan environmental policies, significant land development approvals, etc.
- 2.02 The Committee may also consider matters which are not within the direct jurisdiction of the City of Vernon, but which have an impact on the City – e.g. Provincial/Federal policies pertaining to the environment, parkland dedication/acquisition, etc. referred by Council.
- 2.03 The Committee will provide advice and assistance to Mayor and Council in the following areas:

- 2.03.01 The Committee will provide input on environmental policies, initiatives, directives and requirements to be considered by Vernon City Council as part of the implementation of OCP 2008 as referred by Council.
- 2.03.02 The Committee will provide input on environmental issues which should be considered in any future regional or sub-regional growth management strategies as referred by Council.
- 2.03.03 The Committee will provide input, on an interim basis until specific environmental policies, initiatives, directives and requirements are in place with specific consideration of those policies which may affect areas generally recognized as important “natural areas”.
- 2.03.04 The Committee may provide input on other development proposals and applications (including subdivision applications, rezoning applications, OCP 2008 amendment applications, development variance permit applications and development permit applications) as referred by Council.
- 2.03.05 The Committee will provide input and comments regarding the level of compliance with, and the effectiveness of, City of Vernon environmental policies, initiatives, directives and requirements to Council as necessary.
- 2.03.06 The Committee may provide advice and assistance to Mayor and Council and may review and provide input and comments on behalf of the City of Vernon on environmental and resource management policies, initiatives, directives, requirements and programs of other government agencies that may impact the City of Vernon referred by Council.
- 2.03.07 The Committee may provide advice and assistance to Mayor and Council and may provide input and comments on behalf of the City of Vernon on any other environmental issue of local or regional concern referred by Council.

### **3.0 Membership**

- 3.01 The Committee shall consist of seven (8) voting members appointed by Council.
- 3.02 Council may request that the Allan Brooks Nature Centre nominate, for Council’s consideration, one (1) candidate for membership on the Committee who shall represent the Allan Brooks Nature Centre.
- 3.03 Council may request that the North Okanagan Naturalists Club nominate, for Council’s consideration, one (1) candidate for membership on the Committee who shall represent the North Okanagan Naturalists Club.
- 3.04 Council may request that the Ministry of Environment appoint a non-voting Ministry liaison to the Committee.
- 3.05 Council may appoint one (1) non-voting Council representative to the Committee.
- 3.06 A staff liaison will be appointed to the Committee by the Chief Administrative Officer. The role of the staff liaison will be as outlined in Section 3.0 of the City of Vernon Council Committee System Policy.

- 3.07 Members of the Committee will be selected on the basis of their demonstrated interest and participation in environmental matters, academic or technical qualifications, work experience, knowledge and professional expertise.
- 3.08 At least one (1) member of the Committee would preferably have a development industry background.
- 3.09 Participation in the Committee is voluntary. With the exception of the representatives of the Allan Brooks Nature Centre and the North Okanagan Naturalist Club, Committee members shall participate as independent members, not as a representative of another body of which they may be a member or an employee.
- 3.10 Members shall be appointed for a two (2) year term, up to a maximum of two terms or four (4) years. Members who have served the maximum term are subject to a mandatory one-year absence from the Committee prior to seeking reappointment.
- 3.11 Members may be appointed for shorter or more flexible terms in consideration of special circumstances – e.g. student representatives, non-resident expert, or to fill a prematurely vacated term.
- 3.12 In the event that a Committee member misses three consecutive meetings, the Committee Chair may, at his/her discretion, remove the member from the Committee and request that Council appoint a replacement.
- 3.13 Committee members requesting a temporary leave of absence or who intend to resign from the Committee shall provide adequate written notice prior to such action to allow Council to appoint a replacement.
- 3.14 A majority of Committee members shall be residents of, or property owners in, the City of Vernon. Committee members who are not residents of, or property owners in, the City of Vernon may be appointed at the discretion of Council.
- 3.15 At the discretion of the Committee, a youth member may be included on the Committee in order to contribute the perspective of Vernon youth to Committee discussions and recommendations. The youth member shall not attend in camera meetings of the Committee.

#### **4.0 Operations of the Committee**

- 4.01 A Committee Chair and Vice-Chair will be selected by a vote of Committee members at the first regular meeting in January or as soon thereafter as possible. This vote requires the participation of no less than two thirds of the Committee membership.
- 4.02 The Chair and Vice-Chair will be appointed to a term of one year and will be expected to carry out the duties normally attributed to such office in conducting the business of the Committee. The Chair will be expected to make himself/herself available from time to time to make presentations to Council or to other Committees of Council.
- 4.03 The staff liaison, in consultation with the Committee Chair, is responsible for the setting of Committee Agendas which will be prepared and circulated by the Committee Clerk by Friday preceding the Committee meeting.

- 4.04 Sub-committees or working groups may be established under the direction of the Chair to evaluate and report on delegated issues as required. The Committee Chair will advise Council of the establishment of sub-committees or working groups and their purpose.
- 4.05 All Committee members will be expected to devote some time between meetings to work on matters before the Committee. Members are expected to be available to serve on sub-committees from time to time. The Chair and Vice-Chair must be able to devote some time between meetings to work informally with City of Vernon staff.
- 4.06 On matters requiring votes, the Committee shall strive for consensus. On matters where there is a lack of consensus, minority positions will also be reported to Council.
- 4.07 City staff and Council members do not have voting rights but are considered full members of the Committee in all other respects.
- 4.08 As per the Council Committee System Policy, a conflict of interest exists where:

4.08.01 A Committee member is a director, member or employee of an organization seeking a benefit from the City upon which the Committee will make a recommendation.

4.08.02 The Committee member has a direct or indirect financial interest in the outcome of Committee deliberations.

A conflict of interest does not exist if:

4.08.03 The financial interest of the Committee member is in common with members of the municipality generally; or

4.08.04 The financial interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

When a conflict of interest exists, Committee members:

4.08.05 are not entitled to participate in the discussion of the matter or to vote on a question in respect of the matter;

4.08.06 must declare to the Committee that a conflict exists and the nature of the conflict; and

4.08.07 must absent themselves from the meeting during consideration of the issue to which the conflict relates.

The member's declaration of a conflict and their exit from and return to the meeting shall be noted in the minutes.

4.09 A majority of the members of the Committee constitutes a quorum.

4.10 The City may provide on-going research, administrative and advertising support to the Committee as approved by Council.

4.11 The Chief Administrative Officer may assign a Committee Clerk to assist the Committee by carrying out the duties specified in Appendix "A" of the City of Vernon Council Committee System Policy.

4.12 City staff will administer any budget allocation for Committee expenses as approved by Council.

4.13 The Committee shall have reasonable use of City miscellaneous services such as photocopying, paper supplies, meeting area, etc. which are primarily provided through the Committee Clerk.

## **5.0 Reporting**

5.01 The Committee will respond to issues referred by Council by submitting reports with the assistance of the staff liaison to Council in accordance with Council policy and the Council Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, Committee reports will be accompanied by a staff report.

- 5.02 The Committee Chair will be expected to make himself/herself available to Council to respond to any questions that Council may have regarding Committee submissions.

## **6.0 Meetings**

- 6.01 The Committee shall meet at 8:00 am or 4:00 pm on a non-Council day once per month. Meetings will be scheduled by the Chair in consultation with the staff liaison, with at least 7 days advance notice given. Should there be no Agenda items, the Committee will not meet. Additional meetings may be scheduled at the discretion of the Chair, with at least 7 days notice. Meetings may also be cancelled at the discretion of the Chair, with at least 7 days notice.
- 6.02 Notices of meetings shall be posted on the City Hall Bulletin Board by the Committee Clerk in accordance with the Council Procedure Bylaw.
- 6.03 Committee meetings will be open to the public, and the staff liaison may schedule applicants or delegates to speak at the meeting with the approval of the Committee Chair.
- 6.04 The Committee may go "In Camera" if they are dealing with confidential matters outlined in the *Local Government Act* and/or *Community Charter*.
- 6.05 The Committee may from time to time invite resource people to attend and participate in a meeting. This may include making presentations.