



## **ENVIRONMENT AND SUSTAINABILITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

#### **ESTABLISHMENT AND AUTHORITY**

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes are focused and task-oriented.

#### **MANDATE**

The Environment and Sustainability Advisory Committee exists to:

Provide Council with advice and recommendations on environmental issues, and shall generally, investigate, promote, advise, recommend, and assist in the implementation of measures that will improve the quality of life, the livability, and the working environment for the residents, visitors, and businesses of the City of Duncan through the integration of the principles of sustainability and sound environmental practice into all municipal functions and operations. Environmental issues include, but are not limited to, the Integrated Community Sustainability Plan (2013), solid waste (including garbage, recycling, and composting), water conservation stewardship, water quality, air quality, open spaces, trees, energy conservation, climate change, etc.

#### **ROLE AND FUNCTIONS**

The Committee is responsible to review all matters referred to the Committee by Council and shall ensure active public participation and may hear and consider representations by any individual, organization, or delegation of citizens on matters referred to it from Council and, where appropriate, make recommendations to Council arising out of such delegations.

The Committee will provide advice and recommendations in the following areas:

- existing or proposed bylaws, policies, procedures, and practices related to the protection and enhancement of the environment, as well as compliance with the environmental goals and objectives established by Council;
- appropriate responses to federal and provincial environmental initiatives affecting City Operations and resources;

- reviewing environmental requirements for new development or re-development within the City when referred by Council;
- pursue any other matters referred to the Committee by Council and report back to the Council expeditiously, as required.

Implementation of the Integrated Community Sustainability Plan (ICSP, 2013) and other environmental topics to include:

- guidance on the achievement of short-term actions identified in the ICSP that were referred to the Committee by Council; review of identified indicators and monitoring from the ICSP;
- development of a strategy for City greenhouse gas (GHG) reduction objectives and actions; assess the City's greenhouse gas emissions to identify initiatives to continue to be carbon neutral;
- policies encouraging infrastructure and a built environment that supports the economic and social needs of the community while minimizing its environmental impact;
- recommending policies to help create a complete, compact, socially responsive, and more energy efficient community (e.g. foster a built environment that supports a reduction in car dependency and energy use, establish policies and incentives that support green development projects, adopt zoning practices that encourage land use patterns that increase density and reduce sprawl);
- water supply – promotion of water conservation and protection of water quality;
- storm water management – limiting quantity, treatment options, and related policies;
- consideration of possible district heating opportunities;
- opportunities for environmental protection and enhancement with respect to public and private operational practices within the City;
- monitor environmental trends and issues;
- develop and recommend appropriate environmental strategies and actions in response to environmental trends and issues;
- provide leadership in implementing and public education on environmental strategies and actions.

The Committee shall assist in the preparation of various environmental bylaws such as:

- Pesticide Bylaw or regulations;
- Source Control bylaw.

The Committee should carry out its duties in close cooperation and coordination with the Environment Commissions of the Cowichan Valley Regional District, Cowichan Tribes, and the District of North Cowichan. The staff liaison will attempt to keep the Committee apprised of significant issues or events with inter-committee implications.

In carrying out these responsibilities, the Committee may provide advice and guidance to staff as to the scope and priority of the Committee's work to be carried out, including new tasks to be undertaken.

## **DUTIES AND RESPONSIBILITIES OF THE CHAIR**

City Council shall appoint a member of Council to be the Chair of the Committee. An Alternate chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order and decide all points of order.

## **TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- December 31, 2026;
- A resolution of the City of Duncan.

## **MEMBERSHIP**

The Advisory Committee shall consist of six (6) voting members appointed by City Council as follows:

- One (1) Council member
- Four (4) at-large members from the community on the basis of their knowledge or interest in environmental issues
- One (1) youth at-large member

Committee members, including any replacement members, must be appointed by Council.

A City of Duncan staff person will be appointed to be a recording secretary for the Committee.

The City Planner is appointed as the staff liaison and the Director of Public Works & Development Services will also attend all Committee meetings.

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council.

## **REMUNERATION**

Advisory Committee members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of Duncan, as deemed acceptable.

## **ACCOUNTABILITY**

Advisory Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory

Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

City Council shall have the power to remove any member of the Committee from office at any time.

### **CONFLICT OF INTEREST GUIDELINES**

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

### **SUB-COMMITTEES/TASK FORCES**

Sub-committees may only be formed with Council approval and must have a terms of reference developed to define its purpose.

### **WORKING GROUPS**

There may be merit in establishing smaller working groups with a very specific mandate to work on special projects if the need arises. If this approach is adopted, then the Committee, via resolution, would identify select members of the Committee to work on the Committee's directive and report back its findings or work to the Environment and Sustainability Advisory Committee.

The difference between a Sub Committee vs. a Working Group is in the focused nature of the group's directive and its temporary status.

### **CONFIDENTIALITY**

Advisory Committee members may be privy to confidential material and as such are expected to sign a "Conflict of Interest/Confidentiality Form."

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the City suffer loss or damage due to contravention of confidentiality, the City may recover damages from the person(s) for the loss or damage.

### **MEETING PROCEDURES:**

The Environment and Sustainability Advisory Committee will meet a minimum of two times a year and additional meetings will held at the call of the Chair.

The location of meetings will be at the City of Duncan Committee Room.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the City of Duncan Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public unless otherwise posted as a closed meeting per S 90 of the *Community Charter*.

Quorum shall consist of three (3) members.

All Committee meetings shall commence at the stated time.

The conduct of meetings shall enable members of the committee to consider the information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic; and
- Promise of anonymity; names are not associated with comments.

Discussions/deliberations related to any matter requiring a decision by the committee must not be discussed via email. The information must be submitted to the Chair and staff liaison for inclusion on the agenda.

Informal information exchanges between Committee members via email is permitted.

## **AGENDAS**

The Chairperson in collaboration with the staff liaison and recording secretary shall prepare an Agenda for each meeting. Agenda items and supporting material must be submitted to the Chair with a copy to the recording secretary prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Late items (after the agenda has been circulated will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the majority of the Committee members. Agendas will be circulated to each Committee member via email.

## **MINUTES**

Minutes for the Advisory Committee meetings will be prepared a City of Duncan staff member in accordance with Council's Procedure Bylaw. Resolutions from the Committee will be forwarded to Council for consideration.

## **COMMUNICATIONS**

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.