

City of New Westminster

ENVIRONMENT ADVISORY COMMITTEE

Terms of Reference

Mandate:

The role of the Environment Advisory Committee is to advise Council and foster awareness on matters pertaining to the environment in a forum that works collaboratively towards improved environmental quality for the citizens of New Westminster. The Committee will focus on local, practical policies, plans and strategies.

To meet its mandate, the Committee will:

1. provide advice and guidance to Council on existing and proposed policies, plans and strategies related to the environment, as referred by Council,
2. identify priorities and provide advice to Council and staff on the implementation of plans or actions related to the environment,
3. serve as a mechanism for the exchange of ideas and opportunities related to environmental sustainability and conservation of resources.

Voting Members:

The Committee shall consist of 10 members, as follows:

- Members of Council (1)
- Representative from a local Business Association (1)
- Representative from a local Environmental Association (1)
- Representative from the education community – teacher/educator (1)
- Representative from the education community – student (1)
- Representatives from the community (5)

Staff Advisors:

- Representative from the Engineering Department
- Representative from Development Services (Planning)
- Representative from the Parks Department

Term:

The term for all voting members appointed by City Council will be the period from February of the year to January of the following year.

Chair:

The member of City Council shall be designated Chair. In the absence of the Chair, the members shall select one of the voting members to act as Chair at that meeting.

Attendance:

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time.

Quorum:

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Rules of Procedure:

Committee procedures shall be governed by:

1. The Council Procedure Bylaw No. 6910, 2004; and
2. The "Rules of Conduct: Standing Committees and Advisory Bodies" provided, and as revised from time to time.

Adopted: November 5, 2007 Regular Council