

## **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 11 members as follows:

- Members of Council (1)
- Representative from a local Business (1)
- Representative from a local Environmental Association (1)
- Representative from the education community – teacher/educator (1)
- Representative from the education community – post-secondary student (1)
- Representatives from the community (6)

#### **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. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

**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

Amended: Closed Meeting, November 30, 2009

Amended: Closed Meeting, November 30, 2009

Amended: Closed Meeting, February 8, 2010

Amended: Closed Meeting, January 24, 2011

Amended: Closed Meeting, January 9, 2012

Amended: January 18, 2016 Regular Meeting of Council (temporary amendments)

TOR reverted back to January 9, 2012 version on February 1, 2017

