



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

COUNCIL POLICY

TITLE: Terms of Reference – Environmental Advisory Committee	NO. ADMIN - 47
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PURPOSE

The purpose of the Environmental Advisory Committee is to:

- Advise Council and recommend implementation strategies for environmental stewardship, sustainability and restoration activities.
- Encourage participation by residents and businesses of Esquimalt in the environmental initiatives of the Township and Capital Regional District (CRD).
- Strive to provide advice and information which will enable Council and the community to integrate an environmental perspective into decision making.
- Advise and assist Council to accomplish its goals and objectives as outlined in Council's Strategic Plan.

MANDATE

The Environmental Advisory Committee will, consistent with the purposes described above, undertake the following:

- Foster public awareness, recognition and support for a healthy and sustainable natural environment.
- Identify and work with relevant citizen, business, municipal and regional government and industry groups to achieve collaborative solutions to environmental issues.
- Identify sources of funding and grants to support environment related activities.
- Review and provide feedback to Council on ways to increase participation and compliance rates related to CRD prescribed environmental initiatives.
- Respond to Council's requests for advice related to environmental issues.

In its advisory role, the Committee will provide organizational context to discussions and ensure that:

- any form of communication from the Committee [which includes correspondence, logos, branding, graphics] represents the Corporation of the Township of Esquimalt;
- any action proposed to be taken [which includes supporting or participating in an endeavor] has first received Council endorsement.

The Environmental Advisory Committee will submit to Council an annual work plan at the beginning of each year describing its plans for the year. The Committee will submit to Council a final report at the end of each year describing its activities and accomplishments of the previous year.

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MEMBERSHIP

The Committee consists of up to Ten (10) full voting members and Two (2) non voting members as follows:

Full Voting Members

- Council members- Two (2) appointed by the Mayor.
- Community representatives - Up to Seven (7) appointed by Council.
- A Youth representative – appointed by Council per Council’s policy “ADMIN – 60, Role of Youth Representative Appointment to Council Committees”.

Non Voting Members

- A staff liaison position - appointed to act as a resource to the Committee as outlined in Council’s policy “ADMIN – 61, Role of Staff Liaison Appointment to Council Committees”.
- A recording secretary - assigned to the Committee to prepare meeting agendas, take the minutes and prepare any other correspondence as required.

QUORUM

- The calculation of quorum to conduct business is 50% +1 of full voting members shown below:
 - If: 7 full voting members – quorum is 4
 - 8 full voting members – quorum is 5
 - 9 full voting members – quorum is 5
 - 10 full voting members – quorum is 6

TERMS

Members may be appointed for one or two year terms with term end dates split between alternating years to ensure continuity of committee membership. On application, members may be re-appointed for up to three consecutive terms.

All appointees sit at the pleasure of Council and may be removed at Council's discretion. Council may disqualify an appointee from holding that appointment if the person is absent from committee meetings for a period of 3 consecutive regularly scheduled committee meetings, unless the absence is because of illness or injury or is with the leave of Council.

MEETINGS

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair.

At the first meeting of each calendar year the committee will elect a Chair and Vice-Chair from amongst its members. If Council deems it necessary, Council may appoint the Chair for the Committee.

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The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

ORIENTATION/TRAINING

The Committee members appointed by Council will be provided an orientation/education session from Staff to be scheduled early in the new year.

Staff will seek to arrange specific training in conducting effective meetings for those Committee members appointed as the Chair and Vice Chair.

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