

**Municipality of North Cowichan
Regular Council
ADDENDUM AGENDA**

Wednesday, November 18, 2020, 1:30 p.m.
Electronically

Pages

9. REPORTS

9.2. Environmental Advisory Committee Terms of Reference

**9.2.1. *Environmental Advisory Committee Terms of Reference - Circulated
November 17, 2020***

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Purpose: To consider approval of the revised Environmental Advisory Committee terms of reference, based upon feedback received during the November 10, 2020 Committee of the Whole meeting and the appointment of a member of Council to preside over the meetings.

Recommendation:

1. That Council approve the terms of reference to establish the Environmental Advisory Committee as presented,
2. And that Councillor _____ be appointed as the Chair of the Environmental Advisory Committee;
3. And further that staff be directed to advertise for volunteers and bring back a report to Council for appointments in January 2021.



ENVIRONMENTAL ADVISORY SELECT COMMITTEE

MANDATE

The Environmental Advisory Committee (EAC) exists to serve at the will of Council to provide advice on the Climate Action and Energy Plan (CAEP) and on other matters pertaining to the Environment and aligned with Council's strategic plans.

ESTABLISHMENT AND AUTHORITY

The *Community Charter* provides that a Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council. Persons who are not Council members may be appointed to a select committee but at least one member of a select committee must be a Council member.

ROLES AND FUNCTIONS

The Environmental Advisory Committee exists to:

1. Develop and integrate practical CAEP policies and programs through both the pending CAEP and OCP processes.
2. Advise Council on other environmental issues, such as natural areas, watershed protection, air quality, climate adaptation, and other emerging issues referred by Council.

MEMBERSHIP

The Committee shall consist of One (1) member of Council ¹ and nine (9) members appointed by Council. Members of the EAC shall:

- Be able to connect with the community through interactions that provide opportunity for consideration of issues beyond the conventional EAC meeting format
- Have demonstrated experience and interest in environmental matters affecting North Cowichan
- Represent various sectors such as:
 - First Nations
 - Environmental Stewardship

¹ Up to two (2) other members of Council may attend meetings. Participation in discussion shall be at the will of the chair. Attending members will not be eligible to vote.

- Youth
- Business/Commerce
- Education
- Environmental Profession
- Social Work / Health Care
- Agriculture/Farming
- Development/Construction

All appointments, except those of Council members, will coincide with the Council term and must be appointed by Council.

Committee members serve as volunteers and receive no remuneration.

DUTIES AND RESPONSIBILITIES OF THE CHAIR

- The Chair of the Committee must be a Council member appointed to the Select Committee.
- In the absence of the Committee Chair, the members must select a member present at the meeting to chair the meeting.
- The Chair shall preserve order and decide all points of order which may arise.

ACCOUNTABILITY

Committee members are expected to adhere to the Standards of Conduct Policy.

Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three (3) consecutive meetings, unless the absence is because of illness, the member is deemed to have resigned from the committee and the Committee may proceed to replace that member. If a Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Committee.

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

CONFLICT OF INTEREST GUIDELINES

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 the Committee meetings.

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.

As soon as 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

Sub-committees may only be formed with Council approval.

MEETINGS

The Environmental Advisory Committee shall meet bi monthly (six (6) times per year) or at the call of the Chair.

A quorum of the Committee consists of 50% of the voting members.

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw.

The location of the meetings will be at the District of North Cowichan Municipal Hall.

CONFIDENTIALITY

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 municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

AGENDAS AND MINUTES

The Legislative Services Department, in consultation with the staff Liaison and Chair will form the agenda. Minutes are taken by the Legislative Services Department.

COMMUNICATIONS

The Mayor is the official spokesperson for the District of North Cowichan. However, the Mayor may, at times, request the Committee Chair to speak on matters of public interest 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. Where necessary and practical, the Mayor, the Committee Chair and the Chief Administrative Officer will confer to determine the most appropriate course of action.