

District of West Vancouver
POLICY

Title: Environment Committee Terms of Reference
Division: Administrative Services
Policy Number: 0155
File Number: 0282-20-0155

1. Mandate

- 1.1. The purpose of the Environment Committee (the Committee) is to:
 - (a) Enable input, advice, and peer review from the District's diverse community to inform the design and implementation of the District's Climate Action Strategy.
 - (b) Provide advice on the appropriate tools for two-way information sharing and collaboration between District staff and external stakeholders.
 - (c) Provide recommendations on a climate lens decision-making procedure within the District to incorporate climate risk resiliency across District initiatives.
 - (d) Mobilize all sectors and communities to move toward the District's climate action goals of being a carbon neutral and climate resilient municipality.
 - (e) Develop and recommend climate action and environment policies and programs, monitor and evaluate their effectiveness, and advise on environmental issues and potential regulations.
 - (f) Support Council on climate actions in the community by providing advice, and proposing positive environmental actions, bylaws, events, education, and projects in the community.
- 1.2. The scope of work for the Committee includes:
 - (a) Developing and providing recommendations to Council on environmental policies and programs.
 - (b) Conducting research and analysis of environmental issues and trends.
 - (c) Identifying environmental risks and information needs to find solutions.
 - (d) Supporting outreach and education activities to raise awareness of environmental issues.
 - (e) Collaborating with other stakeholders, such as businesses, community groups, and government agencies, adjacent municipalities, and Indigenous communities to promote environmental sustainability.
- 1.3. The Committee will assist in integrating a climate and environment lens into all aspects of municipal operations and decision-making. By promoting sustainable practices and behaviours within the community, the Committee will aim to reduce the environmental impact of the municipality and enhance the overall quality of life for its residents.

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- 1.4. The scope of the Committee's work is broad and includes initiatives under transportation, waste management, energy, conservation, biodiversity, and climate change mitigation and adaptation.

2. Role

- 2.1. The Committee volunteer members will:
 - (a) Act as advisors to the District on the effective design and implementation of a Climate Action Strategy.
 - (b) Identify emerging issues, topics for discussion, and ideas for consideration of District Council.
 - (c) Review proposed implementation policies and programs presented by District staff.
 - (d) Bring diverse perspectives to define the climate action goals and potential solutions to achieve those goals.
 - (e) Advise on the most appropriate mechanisms to engage with the public to gain support for the implementation of the Climate Action Strategy.
 - (f) Promote initiatives and programs, approved by Council, within the community and sectors to move towards the District's climate action goals.
 - (g) Analyze project success and metrics and report out on climate action progress.
 - (h) Advise on proposed policies and make recommendations through meeting minutes and reports.
 - (i) Assist staff on project development and implementation as required.
 - (j) Assist with accessing external funding to support the implementation of climate action projects.
 - (k) Demonstrate positive-minded, result-driven, and community-caring values in their work.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members:
 - (a) Up to six volunteer members;
 - (b) Up to three members representing representing the First Nations with traditional, ancestral, and unceded territories on which the District of West Vancouver is located (Squamish, Tsleil-Waututh, and Musqueam); and
 - (c) Up to two youth members.
- 3.2. Volunteer members should collectively bring the following skills and experience to the Committee:

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- (a) Understanding, skills, expert knowledge and/or experience with a sector that emits Greenhouse Gases (GHG) in the District.
 - (b) Knowledge in one or more areas of GHG emission reduction, climate policy development, natural asset protection, environmental conservation, climate resilience, adaptation and/or climate planning, and indigenous reconciliation and engagement.
 - (c) A climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve the District's climate action goals.
- 3.3. First Nations members will provide Indigenous climate leadership and ensure Indigenous knowledge, expertise, and values are incorporated into all aspects of the District's Climate Action Strategy and initiatives.
- 3.4. Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- 3.5. Appointments terminate on December 31 of the year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.6. Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.
- 3.7. The Chair and Vice-Chair must be voting members of the Committee and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.8. The Committee membership includes the following non-voting members:
- (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1. The General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter* apply.

5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.

6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy and Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

7. Subcommittees

- 7.1. Subcommittees may be requested by the Committee from among its members for specific tasks or projects identified in the Climate Action Strategy.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

8. Annual Work Plan

- 8.1. The Committee will identify a concise set of annual priorities and targets for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the Terms of Reference and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.

9. Altering Terms of Reference

- 9.1. The Committee can request, by resolution, that Council consider changes to these Terms of Reference. Staff can also bring forward alterations to these Terms of Reference at their discretion for Council's consideration.
- 9.2. Council must consider any alterations to these Terms of Reference at an open Council meeting. Council can only alter these Terms of Reference via resolution.

10. Budget

- 10.1. The scope of the Committee is advising on environmental policies and initiatives including projects related to waste reduction, energy efficiency, renewable energy, green spaces, natural asset management, etc. For the implementation of these initiatives, funding will be required.
- 10.2. Budget process: The Committee can provide input, advice, and recommendations on the budget development related to climate action environmental initiatives.
- 10.3. Funding sources: The funding for projects recommended by the Committee may come from a variety of sources, including grants, donations, and the District's Environmental Reserve Fund, with Council approval.

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- 10.4. Fundraising: The Committee may generate funding through partnerships with local businesses or external stakeholders or donations.
- 10.5. Partnerships: The Committee may work or collaborate with other organizations or stakeholders to leverage resources and share costs (e.g., local businesses, non-profit organizations, adjacent municipalities, Indigenous communities, or other municipal committees to implement joint initiatives).
- 10.6. Monitoring and evaluation: The Committee should regularly monitor and evaluate the effectiveness of initiatives including an assessment of the financial impacts and the effective use of the budget to achieve the anticipated outcomes.
- 10.7. Reporting: The Committee may be required to provide regular progress reports to Council outlining how funds were used and the outcomes achieved.

11. Staff Assistance

- 11.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
 - (a) Staff of the Administrative Services division; and
 - (b) Staff from other divisions depending on the project.

12. Approval

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| Approved by | <input type="checkbox"/> CAO | <input checked="" type="checkbox"/> Mayor and Council |
| Approval date | 2023/05/08 | |
| Council minutes eDocs # (Council Policies only) | 5624461 | |
| Council report eDocs # (Council Policies only) | 5621692 | |
| Signature | <i>[Original signed by Mayor]</i> <hr/> MAYOR | |

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13. Additional Information

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|----------------------------|---|---|
| Category | <input checked="" type="checkbox"/> Council | <input type="checkbox"/> Administrative |
| Related procedure | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Date of last review | n/a | |