

# **CITY OF COQUITLAM**

## **Policy and Procedure Manual**

### **SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE**

**Chapter: 5**

**Section:**

**Issue Date: February 2011**

### **TERMS OF REFERENCE**

**Revision Date: December 16, 2019**

**Council Res.: 625**

The Sustainability and Environmental Advisory Committee (SEAC) is a group of community leaders interested in the environment who provide advice to City Council on sustainability and key environmental issues and trends while promoting environmental awareness within the community.

#### **Committee Mandate:**

The overall mandate of the Sustainability and Environmental Advisory Committee is to provide a local perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions. Specific responsibilities of the Committee include, but are not limited to, the following:

- To provide advice to Council on a wide range of existing and emerging environmental issues and trends including strategic planning initiatives, bylaws, and policy development;
- To provide a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
- To identify and review opportunities for environmental protection and enhancement within the City and advise Council of the same;
- To advise Council on issues of environmental importance to stakeholder groups and to the community at large;
- To identify and advise on ways to build local environmental awareness, and promote environmental stewardship within the City; and
- To celebrate environmental volunteer involvement and leadership including supporting the annual Environmental Volunteer Celebration (and its biannual Environmental Achievement Awards component).

**Composition:**

The Sustainability and Environmental Advisory Committee is an advisory body composed of citizen representatives and two (2) members of Council. Citizen representatives will be residents of Coquitlam and will reflect the diverse range of community knowledge and expertise. Consideration may also be given to exceptional individuals from outside Coquitlam who meet the recruitment criteria for skills, training, or education, and who have a demonstrated desire and commitment to serve the City of Coquitlam as a member of the SEAC.

Committee members will have demonstrated outstanding leadership and/or commitment within the environmental community and be committed to working in a collaborative manner for the betterment of the environment in the City. Representatives will put forward an application of interest for review and appointment by Council.

The Committee will have a maximum of 11 citizen representatives (Voting) and 2 Council members (Non Voting) for a total of 13 members.

**Detailed Composition:**

*Community Members: up to (11) Voting Members*

*Council Members: (2) Non-Voting Members*

**Chair, Secretary and Staff Support:**

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of Sustainability and Environmental Advisory Committee.

The City Clerk, or his/her designate, will prepare the agenda and notice of meeting and will serve as Secretary (Committee Clerk).

The General Manager of Engineering and Public Works or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Committee Clerk shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Committee Clerk.

Working Groups or sub-committees may be established by the Sustainability and Environmental Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The Sustainability and Environmental Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Sustainability and Environmental Advisory Committee represents one collective voice.

The role of staff is to provide support to the Sustainability and Environmental Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

**Duty of Members:**

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Sustainability and Environmental Advisory Committee.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Clerk of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent,

without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

**Communication:**

All official representation of the Sustainability and Environmental Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to Sustainability and Environmental Advisory Committee members.

**Committee Member Terms:**

Term of Duty for the Sustainability and Environmental Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The Sustainability and Environmental Advisory Committee exists at the pleasure of City Council.