



# NOTICE OF MEETING AND AGENDA ENVIRONMENTAL ADVISORY COMMITTEE

Wednesday, April 10, 2024, 9:00 AM  
Village Office, 495 Hot Springs Road,  
Harrison Hot Springs, BC V0M 1K0

**THIS MEETING WILL BE CONDUCTED IN-PERSON AND VIA ZOOM VIDEO CONFERENCE**

<b>1. CALL TO ORDER</b>
Meeting called to order by Mayor Wood. Acknowledgement of Sts'ailes traditional territory.
<b>2. INTRODUCTION OF LATE ITEMS</b>
<b>3. APPROVAL OF AGENDA</b>
<b>4. ADOPTION OF MINUTES</b>
(a) THAT the Environmental Advisory Committee Meeting minutes of March 21, 2024 be adopted. <span style="float: right;">Page 1</span>
<b>5. ITEMS FOR DISCUSSION</b>
(a) Terms of Reference <span style="float: right;">Page 5</span>  Recommendation: THAT the Terms of Reference be adopted.  (b) Update from April 3, 2024 Regular Council Meeting  (c) Local Government Climate Action Program
<b>6. ADJOURNMENT</b>

Amanda Graham  
Corporate Officer



**VILLAGE OF HARRISON HOT SPRINGS  
MINUTES OF THE ENVIRONMENTAL ADVISORY COMMITTEE**

**DATE:** Thursday, March 21, 2024  
**TIME:** 9:00 a.m.  
**PLACE:** Council Chambers, Village Office  
495 Hot Springs Road, Harrison Hot Springs, BC

**IN ATTENDANCE:** Mayor Ed Wood  
Susan Galvao  
Cheri Norris  
Mark Schweinbenz  
Gary Webster

Amanda Graham, Corporate Officer  
Christy Ovens, Community Services Manager

**ABSENT:**

**1. CALL TO ORDER**

Mayor Wood called the meeting to order at 9:05 am.  
Mayor Wood acknowledged the traditional territory of Sts'ailes.

The Committee members introduced themselves.

**2. INTRODUCTION OF LATE ITEMS**

**3. APPROVAL OF AGENDA**

**Moved by Mark Schweinbenz**  
**Seconded Cheri Norris**

THAT the agenda be approved as amended as follows:

- by removing Items for Discussion (a) and (b), Introductions and Designation of the Chair;
- by adding "Mayor's Comments" as an Item for Discussion

**CARRIED  
UNANIMOUSLY**  
*EAC-2024-03-01*

**4. ITEMS FOR DISCUSSION**

(a) Review of Council Procedure Bylaw No. 1164, 2021

The Committee discussed the bylaw and how it pertains specifically to the Committee.

Village of Harrison Hot Springs  
Minutes of the Environmental Advisory Committee  
March 21, 2024

**Moved by Gary Webster**  
**Seconded by Susan Galvao**

THAT Council direct staff to develop a policy regarding a reporting structure between staff, Committees, Commissions and Council.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-03-02

**Moved by Cheri Norris**  
**Seconded by Susan Galvao**

THAT Council consider allocating a budget of \$5,000 to the Environmental Committee in the 2024-2028 Financial Plan.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-03-03

(b) Terms of Reference

**Moved by Mark Schweinbenz**  
**Seconded by Gary Webster**

THAT Council direct staff to put out an expression of interest for additional members for the Environmental Advisory Committee.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-03-04

**Moved by Mark Schweinbenz**  
**Seconded by Cheri Norris**

THAT the Terms of Reference be amended by adding a section 3 d) "Environmental Impact" referring to land, water and air, and that meetings can be called at any time by the Chair.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-03-05

(c) Mayor's Comments

Discussed during an earlier item.

Village of Harrison Hot Springs  
Minutes of the Environmental Advisory Committee  
March 21, 2024

5. **ADJOURNMENT**

**Moved by Mark Schweinbenz**  
**Seconded by Susan Galvao**

THAT the meeting be adjourned at 10:54 a.m.

**CARRIED**  
**UNANIMOUSLY**  
EAC-2024-03-06

---

Ed Wood  
Mayor

---

Amanda Graham  
Corporate Officer

DRAFT





## VILLAGE OF HARRISON HOT SPRINGS

### TERMS OF REFERENCE

#### Environmental Advisory Committee

##### 1. PURPOSE

To provide recommendations and advice to Council on matters relating to sustainability and environmental impacts.

##### 2. MEMBERSHIP & MEETINGS

- 2.1 To the extent possible, the Committee's members will reflect the diversity of persons in British Columbia. The committee shall consist of up to seven (7) voting members, as appointed by Council. One (1) member of the committee will be a member of Council. A quorum shall consist of a majority of voting members.
- 2.2 The Chairperson shall be appointed by the Mayor.
- 2.3 The Committee may meet as required and shall structure its activities to meet at least three (3) times per year.
- 2.4 **The Chairperson may call meetings at any time.**
- 2.5 The committee meeting schedule will be posted on the Village of Harrison Hot Springs' website. Committee meetings are open to the public.
- 2.6 Meeting minutes will be taken by Village staff. Upon adoption, Committee meeting minutes shall be forwarded to Council for information.
- 2.7 If a Committee member is absent from a meeting for two (2) consecutive regularly scheduled meetings, that member may be disqualified from holding office as a Committee member. Disqualification will not apply if the absence is due to illness, injury or is with leave of the Chair.

##### 3. RESPONSIBILITIES

The Environmental Advisory Committee shall consider the following or other matters as directed by Council:

- a) Community climate planning;
- b) Active transportation;
- c) Local Government Climate Action Program; and

- d) **Environmental impacts referring to land, water, and air.**

The Committee may hear and consider representations by any individual, organization or delegation of citizens on matters regarding the above or as may be referred to it by Council.

In the provision of their services to the Village, the Environmental Advisory Committee and its members have a responsibility to act in the best interests of the Village and within the procedures, policies and guidelines established by the Village.

### **REPORTING AND AUTHORITY**

The Committee Chair will be the spokesperson for the Committee. The Committee does not have the authority to directly change bylaws or policies. All recommendations must be referred to Council.

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the rules governing proceedings of the Committee shall be those governing proceedings of the Council under the "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021."

### **TERM**

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate annually on September 30<sup>th</sup>. This Select Committee exists at the pleasure of Council and may be reconstituted at the first meeting of Council in October of each year.