

Environmental Advisory Committee Terms of Reference

Committee Approval Date: April 2, 2025

Council Approval Date: April 7, 2025

1. PURPOSE

The Environmental Advisory Committee is a Select Committee of Council established to provide recommendations and advice to Council on matters relating to sustainability and environmental impacts.

2. PROCEDURES

Save with respect to matters expressly dealt with or provided for in this Terms of Reference, the Committee will conduct its proceedings in accordance with the procedures established by Council Procedure Bylaw No. 1216, 2025.

3. MEMBERSHIP

- (a) To the extent possible, the Committee's membership will reflect the diversity of persons in British Columbia.
- (b) The Committee will consist of up to seven (7) voting members, as appointed by Council. One (1) member will be a member of Council.

4. MEETINGS

- (a) The Committee will reserve the first Wednesday of each month for its meetings, to be held at either 9:00 a.m. or 4:00 p.m.
- (b) Meetings will be scheduled at the call of the Chair and the Committee will structure its activities so as to meet at least three (3) times per year.
- (c) Notwithstanding section 4(a), the Chair may call a meeting at any time.
- (d) The Committee will ordinarily meet in Council Chambers at the Village Office, 495 Hot Springs Road, Harrison Hot Springs, however, it may also meet at Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs if required as determined by the Chair.
- (e) If a Committee member is absent for two (2) consecutive meetings without leave of the Chair, that Committee member may be disqualified from holding office as a Committee member. This section is not applicable in the case of illness or injury which impedes the Committee member's ability to attend and participate in meetings.
- (f) Provided that the Village is able to facilitate electronic participation, meetings will be live-streamed via Zoom video conference and uploaded to the Village's Youtube page.

5. RESPONSIBILITIES

- (a) The Committee will consider the following or other matters as directed by Council:
 - (i) Community climate planning
 - (ii) Active transportation
 - (iii) Local Government Climate Action Program
 - (iv) Environmental impacts including but not limited to land, water and air
- (b) In the provision of their services to the Village, the Committee and its members have a responsibility to act in the best interests of the Village and in accordance with bylaws, procedures, policies and guidelines established by the Village.

6. REPORTING AND AUTHORITY

- (a) The Chair will act as the spokesperson for the Committee.
- (b) The Committee does not have the authority to directly change bylaws or policies.
- (c) All recommendations requiring Council's consideration will be forwarded to Council via a written report from the Chair at the next Regular Council Meeting.