

City of Salmon Arm
Environmental Advisory Committee
Terms of Reference

The City of Salmon Arm recognizes that we live in a finite world and that the natural ecosystem around us is what we depend on for our survival. As a community we will be respectful of the local and global ecosystems.

The Environmental Advisory Committee, “the Committee”, has been established to advise the Council for the City of Salmon Arm on environmental matters.

1. Purpose of the Committee:

To act as an advisory body and resource group to City Council and Administration regarding ways to protect, maintain and enhance the natural environment in accordance with the provisions of the Environmental section of the Official Community Plan.

2. Activities:

1. The Committee shall undertake activities and projects with City Council’s support or direction.
2. Project review and comment:
 - 2.1 Council or City staff may elect to forward specific City projects or private development projects to the committee for review and comment. The Committee will provide written review and comment on these projects in a timely manner.
 - 2.2 The Committee may also independently elect to provide review and comment on environmental issues and concerns that come directly to the attention of the Committee.
 - 2.3 The Committee’s comments and recommendations will not bind council to a course of action. The Committee’s reviews and comments will be presented to Council in a positive, respectful and well researched fashion.
 - 2.4 The Committee’s comments and reviews will have due regard for federal, provincial and municipal legislation and the policies and direction of City Council.
 - 2.5 As part of completing recommendations, the Committee may consult with outside parties having an interest in the natural environment such as property owners, the development industry, government agencies, school boards, experts, consultants and public interest groups. Such consultation would require the approval of City Council.

3. Upon the direction of City Council, the Committee will undertake and co-ordinate with City Administration the completion of natural environmental research projects.
4. The Committee may undertake educational initiatives both formally and informally, which raise the profile of the natural environment of the City of Salmon Arm. The nature of this education will be determined from time to time on the basis of need.
5. The Committee will provide input and comments on environmental aspects of policies of the City of Salmon Arm. Further, the Committee may make recommendations and advise Council on policies to be developed.

5.1 **Membership**

The Committee shall be composed of 13 members, as follows:

- ◆ One (1) member of City Council;
- ◆ One (1) member appointed to represent Salmon Arm Bay Nature Enhancement Society [SABNES];
- ◆ One (1) representative from the Forest Industry;
- ◆ One (1) representative from the Agricultural Industry;
- ◆ One (1) representative appointed to represent the Adams Lake Indian Band;
- ◆ One (1) representative appointed to represent the Neskonlith Indian Band;
- ◆ One (1) member appointed to represent Shuswap Environmental Action Society [SEAS];
- ◆ One (1) member appointed to represent Shuswap Naturalists;
- ◆ One (1) member from Shuswap Climate Action;
- ◆ One (1) member from School District No. 83; and
- ◆ Three (3) citizens at large with professional expertise respecting environmental and/or has personal interest in the environment and one (1) alternate citizen at large.

5.2 Appointment of members, other than the City Councillor and those appointed by a specific group, shall be advertised and ratified by City Council. Committee membership shall be two (2) years. The terms of office for appointments may be varied to provide for continuity in the Committee.

5.3 The Committee shall be chaired by the member of City Council appointed to the Committee. If this Councillor is unable to attend a scheduled meeting, the Committee will appoint a chair from the attending membership at that meeting. Any comments, recommendations or motions of the Committee will be as valid as if the Councillor had been present.

5.4 Fifty percent (50%) + one (1) shall constitute a quorum.

5.5 The Committee may request that members resign after missing three consecutive meetings without prior notice.

5.6 Committee members representing a specific group or organization are responsible for designating an alternate representative of that group or organization if they are unable to attend themselves.

5.7 Council may appoint an alternate Citizen-at-Large to attend meetings in the absence of a Citizen-at-Large.

5.8 **Procedural Matters**

The Committee shall meet once per month at City hall. The date and time of such meetings shall be determined by the Committee, and may be varied at any time by the Committee. The actual starting time may be altered to accommodate site tours. There shall be no regular meeting held during the months of July or August, unless otherwise agreed by a majority of members.

5.9 The City Councillor chairing the Committee may vote on any motion. In the event of a tie vote, the motion is defeated.

5.10 A member of City staff will be available to the Committee on a regular basis to assist with any administrative or procedural matters, including the recording of minutes. City staff members may be invited, from time to time, to attend committee meetings to comment on matters relevant to Committee proceedings.

5.11 There shall be no remuneration payable to members for sitting on the Environmental Advisory Committee.

5.12 Environmental Advisory Committee members shall obtain permission from property owners prior to entering private property.

5.13 Committee meetings are open to the public, but members of the public who attend will not be permitted to vote on any matter before the Committee. Such members of the public may ask questions or make comments, at the discretion of the Committee.

6. **Reporting**

Committee minutes will be presented to Council for information purposes.

6.1 All recommendations of the Committee must be ratified by Council prior to being actioned.

6.2 The Environmental Advisory Committee is responsible directly to Council.

6.3 All media releases must be ratified by Council.