



Terms of Reference Environmental Sustainability Committee

1.0 Background:

The purpose of the Environmental Sustainability Committee is to provide advice to City Council on environmental sustainability issues and trends while promoting environmental awareness, education, and best practices throughout the City of Langley. Council approved the formation of this committee on xx, 2022.

2.0 Mandate:

The overall mandate of the Environmental Sustainability Committee is to provide advice to Council with respect to environmental sustainability issues which is consistent with the City of Langley's Strategic Plan. 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 sustainability 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; and
- To identify and advise on ways to build local environmental awareness and promote environmental stewardship within the City.

The Environmental Sustainability Committee mandate aligns with Council's current Strategic Plan which states that the City of Langley will "recommit to the environment: This includes budget provision to complete a streetscape waste audit (2022) and an Urban Forest Management Strategy (2023)".

3.0 Composition:

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the Group's mandate taken into consideration.

3.2 Membership:

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- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the Environmental Sustainability Committee
- Two members representing local environmental organizations such as Langley Environmental Partners Society and Langley Field Naturalists
- A representative from a Post Secondary Institution
- A representative of local First Nations
- Youth Representative
- Four members at large

3.3 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Environmental Sustainability Committee does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Working alongside the Staff Liaison to guide the Environmental Sustainability Committee towards fulfilling tasks/projects identified in the Annual Work Plan and presenting reports to Council, as applicable;
- Acting as spokesperson for the Group to Council.

3.4 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by committee members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the role of the Chair may be assigned to the Co-Chair when deemed appropriate by the Chair.

3.6 Representatives from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Environmental Sustainability Committee to fulfill its mandate.

4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the Environmental Sustainability Committee in carrying out its mandate.

Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the Environmental Sustainability Committee members;
- Coordinating preparation of the Environmental Sustainability Committee's Annual Work Plan for approval by Council in January of each year;
- ensuring Work Plans are in alignment with goals identified in Council's current Strategic Plan;
- Working with the Environmental Sustainability Committee to set timelines for deliverables identified in the Annual Work Plan;
- Scheduling the Environmental Sustainability Committee's meetings;
- Working with the Chair to determine agenda items for each meeting and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the Environmental Sustainability Committee;
- Preparing reports in coordination with the Chair to bring forward recommendations of the Environmental Sustainability Committee to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the Environmental Sustainability Committee.

Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the Group including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

5.0 Meeting Procedures

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw

6.0 Reporting Structure:

The Environmental Sustainability Committee will report to City Council through distribution of its minutes and by making recommendations to City Council.

7.0 Accountability:

- 7.1 The Environmental Sustainability Committee is accountable to City Council.
- 7.2 In accordance with Council Policy CO-79 Advisory Bodies, the Environmental Sustainability Committee shall, in January of each year, prepare and submit to Council for approval, an annual Work Plan outlining the task(s) to be accomplished by the committee during the year. Any updates to the Work Plan shall be submitted to Council for approval.
- 7.3 The Environmental Sustainability Committee does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the committee must be done by resolution to City Council and with their approval prior to implementation.
- 7.4 The Environmental Sustainability Committee may undertake multiple initiatives; however, if staff resources are required, only one initiative at a time is undertaken.

8.0 Meetings:

The Environmental Sustainability Committee will meet monthly with exception of August and January and by exception at the call of the Chair.

9.0 Quorum:

9.1 A quorum shall be a majority of the filled voting membership.

9.2 In the event that a member or members leave(s) the Environmental Sustainability Committee, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

10.0 Terms:

10.1 The committee's membership is ongoing and will be reviewed as required to fill vacancies and ensure effectiveness of the Committee.