

ATTACHMENT A
DRAFT TERMS OF REFERENCE



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ENVIRONMENT COMMITTEE

PURPOSE:

The purpose of the Environment Committee is to offer innovative ideas and provide advice (information, options, and recommendations) to Council on climate change, green technology, energy efficiency, urban forestry, and other topics associated with environmental sustainability in the City of Nanaimo.

The Committee's focus areas will be on the following:

- Work with staff to review the Community Sustainability Action Plan and identify initial actions the City can take in response to the City's climate emergency declaration;
- Review and comment on existing or proposed bylaws and policies related to energy efficiency, climate adaptation, and the reduction of GHG emissions;
- Provide input into initiatives, pilot projects, and activities the City could participate in to show leadership in promoting energy efficiency, green technology, reducing GHG emissions, and adapting to a changing climate;
- Provide a community perspective on services, programs, events and capital projects related to urban forestry, natural parks (PRC-1 zone), and environmental sustainability;
- Foster public awareness, recognition, and support for a healthy and sustainable natural environment;
- Review and provide feedback on the Strategic Plan; and
- Other issues referred to the Committee by the Director, CAO, or Council.

Focus areas have been identified according to the following documents:

- Council Motion Declaring a Climate Emergency (2019-APR-01)
- City of Nanaimo Official Community Plan
- Community Sustainability Action Plan
- Transportation Master Plan
- Urban Forest Management Strategy
- 2016-2019 Strategic Plan.

The order and priority may change depending on emerging issues identified by the Committee.

MEMBERSHIP:

The membership of the Committee will be as follows:

- A minimum of seven (7) members; and
- Two (2) members of Council.

ELIGIBILITY:

All residents are eligible to apply. Members of the Committee shall:

- reflect a broad cross-section of City of Nanaimo residents;
- be appointed on the basis of their availability, experience, and the expertise which they can bring to the work of the Committee and not as formal representatives of particular organizations;
- have no conflict of interest with Council or the Committee and should advise the members when a potential conflict may exist on a specific issue and recuse themselves for the duration of the discussions to which they have declared a conflict of interest; and
- represent knowledge, experience and perspectives of various sectors including:
 - agriculture;
 - aquatic ecology;
 - building design;
 - business;
 - climate mitigation and adaptation;
 - construction;
 - communications;
 - energy efficiency;
 - engineering;
 - fishing;
 - health and the human environment;
 - landscape architecture;
 - students and youth;
 - terrestrial ecology;
 - urban forestry; and
 - community-at-large.

GRANTS:

If there are any City Grants related to the Committee the following process will take place:

1. The grant application is received by the City.
2. A Staff/peer review takes place to ensure the applications meet the criteria for a specific grant.
3. The applications that meet the criteria are put on a list in order of relevance by Staff.
4. Staff recommend recipients from the list provided for the grant to the Finance and Audit Committee for approval.

MEETING FREQUENCY:

In addition to regularly scheduled meetings, the Committee will meet upon call of the Chair or the request of two Committee Members.

STAFF SUPPORT:

The following City Departments may provide support to the Committee in accordance with the ***City of Nanaimo Committee Operating Guidelines***:

- Development Services
- Engineering and Public Works
- Parks, Recreation & Culture
- Legislative Services
- Other Staff as required

OBSERVERS & COMMUNITY SUPPORTS:

Non-voting representatives may be invited to attend the meeting specific to topics of shared interest. All regular meetings are open to the public.