

POLICY

Title: Environment Committee Terms of Reference

Division: Planning, Development & Environment Services

Policy Number: 0155

File Number: 0282-20-0155

1. Mandate

- 1.1. The purpose of the Environment Committee (the Committee) is to:
 - (a) enable input, advice, and peer review from the District's diverse community to inform the design and implementation of the District's Climate Action Strategy;
 - (b) provide advice on the appropriate tools for two-way information sharing and collaboration between District staff and external stakeholders;
 - (c) provide recommendations on a climate lens decision-making procedure within the District to incorporate climate risk resiliency across District initiatives;
 - (d) mobilize all sectors and communities to move toward the District's climate action goals of being a carbon neutral and climate resilient municipality;
 - (e) develop and recommend climate action and environment policies and programs, monitor and evaluate their effectiveness, and advise on environmental issues and potential regulations; and
 - (f) support Council on climate actions in the community by providing advice, and proposing positive environmental actions, bylaws, events, education, and projects in the community.
- 1.2. The scope of work for the Committee includes:
 - (a) developing and providing recommendations to Council on environmental policies and programs;
 - (b) conducting research and analysis of environmental issues and trends;
 - (c) identifying environmental risks and information needs to find solutions;
 - (d) supporting outreach and education activities to raise awareness of environmental issues; and
 - (e) collaborating with other stakeholders, such as businesses, community groups, and government agencies, adjacent municipalities, and Indigenous communities to promote environmental sustainability.
- 1.3. The Committee will assist in integrating a climate and environment lens into all aspects of municipal operations and decision-making. By promoting sustainable practices and behaviours within the community, the Committee will aim to reduce the environmental impact of the municipality and enhance the overall quality of life for its residents.

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- 1.4. The scope of the Committee's work is broad and includes initiatives under transportation, waste management, energy, conservation, biodiversity, and climate change mitigation and adaptation.

2. Role

- 2.1. The Committee will:
 - (a) act as advisor to the District on the effective design and implementation of a Climate Action Strategy;
 - (b) identify emerging issues, topics for discussion, and ideas for consideration of District Council;
 - (c) review proposed implementation policies and programs presented by District staff;
 - (d) bring diverse perspectives to define the climate action goals and potential solutions to achieve those goals;
 - (e) advise on the most appropriate mechanisms to engage with the public to gain support for the implementation of the Climate Action Strategy;
 - (f) promote initiatives and programs, approved by Council, within the community and sectors to move towards the District's climate action goals;
 - (g) analyze project success and metrics and report out on climate action progress;
 - (h) advise on proposed policies and make recommendations through meeting minutes and reports;
 - (i) assist staff on project development and implementation as required;
 - (j) assist with accessing external funding to support the implementation of climate action projects; and
 - (k) demonstrate positive-minded, result-driven, and community-caring values in their work.

3. Membership

- 3.1. The Committee consists of a minimum of six (6) and a maximum of nine (9) voting members:
 - (a) up to six volunteer members;
 - (b) up to three members representing the First Nations with traditional, ancestral, and unceded territories on which the District of West Vancouver is located (Squamish, Tsleil-Waututh, and Musqueam); and
 - (c) up to two youth members.
- 3.2. Volunteer members should collectively bring the following skills and experience to the Committee:
 - (a) understanding, skills, expert knowledge and/or experience with a sector that emits Greenhouse Gases (GHG) in the District;

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- (b) knowledge in one or more areas of GHG emission reduction, climate policy development, natural asset protection, environmental conservation, climate resilience, adaptation and/or climate planning, and indigenous reconciliation and engagement; and
 - (c) a climate champion mindset and a desire to inform and mobilize sectors and communities to collectively achieve the District's climate action goals.
- 3.3.** First Nations members will provide Indigenous climate leadership and ensure Indigenous knowledge, expertise, and values are incorporated into all aspects of the District's Climate Action Strategy and initiatives.
- 3.4.** Appointments will be made by Council according to the General Council Committees Procedure.
- 3.5.** The Chair and Acting Chair must be designated, by resolution, according to the Council Committee Procedure Bylaw.
- 3.6.** The Committee membership includes the following non-voting members:
- (a) one (1) member of Council, appointed annually to serve as the Council representative on the Committee.

4. General Terms and Code of Conduct

- 4.1.** Volunteer members are expected to uphold the standards outlined in the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

5. Rules of Procedure

- 5.1.** Meetings must be conducted in accordance with the General Council Committees Policy, the General Council Committees Procedure, the Council Committee Procedure Bylaw, and the *Community Charter*.

6. Working Groups

- 6.1.** Working Groups may be established by the Committee in alignment with the Council Committee Procedure Bylaw and the General Council Committees Procedure for specific tasks or projects identified in the Annual Work Plan.

7. Annual Work Plan

- 7.1.** An Annual Work Plan must be submitted to Council for approval and be consistent with the requirements outlined in the General Council Committees Procedure.

8. Altering Terms of Reference

- 8.1.** Any alterations to the Terms of Reference must be in accordance with the General Council Committees Procedure.

9. Staff Assistance

- 9.1. Staff assistance will be provided to the Committee, as necessary and within reason, by staff of the Planning, Development & Environment Services division.

10. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2023/05/08	
Council minutes eDocs # (Council Policies only)	5624461	
Council report eDocs # (Council Policies only)	5621692	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

Replaced by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Replacement date	2025/09/15	
Council minutes Document ID (Council Policies only)	LGDM-711734498-24640	
Council report Document ID (Council Policies only)	LGDM-711734498-24649	
Replacement description	Updated to align with amendments to the Council Committee Procedure bylaw.	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

11. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Date of last review	2025	