



Terms of Reference

1. Name

Parks and Environment Standing Committee

2. Mandate & Scope

The purpose of the Parks and Environment Standing Committee is to provide advice to the Council relating to environment and sustainability in Central Saanich. The Parks and Environment Standing Committee will be committed to progressing the overall District visions and principles to:

- Demonstrate Climate Leadership, and
- Protect and Enhance the Environment, Biodiversity and Natural Ecosystems

With the goal to protect and steward the environment and natural assets in a sustainable way that also reflects the many interests at play in the District, including community, economic, business/industry, indigenous and agricultural.

Matters considered by the Parks and Environment Standing Committee will include strategic priorities and projects in the following areas:

- Climate action leadership and GHG reduction, including updates, action plans, progress updates or work related to the Climate Leadership Plan (CLP) which includes climate mitigation, adaptation and solid waste & recycling; and
- Protection and enhancement of the natural environment within the municipality, including forests, water resources, invasive species management and other natural open spaces in the municipality;
- Plan development for environmentally sensitive areas;
- Natural asset management including parks and the upcoming Parks Management Plan;
- Solid Waste & Recycling (or include in CLP section see above)
- Other climate or environment matters as referred by Council.

3. Enabling Legislation/Authority

The Parks and Environment Standing Committee is a standing committee of Council as defined by s. 141 of the *Community Charter* and s. 28 of the Council Procedures Bylaw.

4. Reporting Relationship

The Parks and Environment Standing Committee reports to Council.

5. Membership & Composition

The membership of the committee shall be members of Council, as appointed by the Mayor, and the Mayor as ex-officio, as well as:

- First Nations: up to 2 members from the W̱SÁNEĆ Leadership Council, the W̱JOLELP (Tsartlip) or W̱JOLELP (Tsartlip) First Nations.

Representation may also be sought from the following, to act as advisors and attend based on specific agenda topics:

- Saanich Inlet Protection Society
- Peninsula Streams Society
- Peninsula Agricultural Advisory Committee
- Youth representative from a School District 63 or Post Secondary Student
- Advisory Planning Commission
- And others, as directed by Council

6. Appointment and Terms

The Term of this Standing Committee has been set for two years.

Any Council member who wishes may stand down after less than the full two-year term, and another member of Council will be appointed by the Mayor. Council members serve at the recommendation of the Mayor.

7. Remuneration and Budget

This committee does not remunerate members. No additional budget is required for this standing committee.

8. Governance Principles

- a) Quorum will be the majority of membership appointed
- b) Meetings will follow the Council Procedures Bylaw
- c) Meetings will be held every other month, with the exception of August and December
- d) Meetings will be held adjacent to the workday to reduce the amount of overtime required by staff supporting the committee
- e) Meetings will be open to the public, but not webcasted
- f) If a member of the public wishes to comment on a matter relating to the Committee or its business, such comment may be submitted to Council and that those correspondents be permitted to speak at Committee at the members' discretion.
- g) Meeting agendas and minutes will be posted to the District's website
- h) All decisions of the committee shall be reached by majority vote of the members present, including the vote of the chair, with a tie vote being defeated

9. Responsibilities

- a) Chair – The Chair role will rotate every year
 - The role will be elected from among the members
 - An acting Chair will be elected as needed
 - The Chair will assist the meeting to flow smoothly and follow the Council Procedures Bylaw
 - The Chair will meet with staff to discuss the agenda prior to each meeting
- b) Members
 - Members will:
 - attend scheduled meetings, and if unable to attend advise staff with as much notice as possible.
 - Contribute to the discussion and debate
 - Prepare in advance by reviewing the materials

c) Staff Liaison

- The staff liaison will be the Senior Climate Action and Natural Environment Coordinator
- The backup staff liaison will be the Director of Planning and Building Services
- Other District staff may attend as needed depending on subjects on the agenda
- Staff liaison will prepare agenda and minutes in consultation with the Chair
- Staff liaison will attend meetings to provide additional information when requested

Approved by Council on: January 23, 2023

Revised by Council on: April 24, 2023