

ENVIRONMENT AND CLIMATE CHANGE COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

The purpose of the Environment and Climate Change Committee (the “ECCC”) is to provide advice to Council on environmental sustainability issues and trends while promoting environmental awareness, education, and best practices throughout the City of Surrey (the “City”). Specifically, the ECCC will provide a local perspective and advice to Council with respect to achieving the City’s strategic goals, accompanying strategic directions and Sustainability Charter.

2. **Role**

The ECCC will:

- (a) Provide assistance to Council with advice, comments and information on environmental issues referred by Council to the ECCC.
- (b) Receive and comment on issues related to the natural and built environment of the City that are brought to the attention of the ECCC by the citizens of Surrey and bring such issues to Council's attention.
- (c) Support the work of Council by advising them on environmental issues raised by the ECCC.
- (d) Promote public education and awareness of environmental issues.
- (e) Liaise with other civic committees to avoid duplication and to have a free flow of communication.
- (f) Carry out policy analysis and development for the City, when called upon to do so.
- (g) Make recommendations to Council, as necessary.

3. **Membership**

- (a) The ECCC will consist of seven (7) voting members, as follows:
 - Two (2) members of Council, appointed by Council with one member appointed as Chair and the other member as Vice Chair of the ECCC for a two-year term.

- Five (5) volunteer members who are City residents with experience and expertise in environmental matters (these residents do not need to be representatives of particular agencies, organizations or interest groups); and
- (b) The ECCC may also include one representative from the Agriculture and Food Policy Committee (the “AFPC”) as a voting member. If a member from the AFPC is appointed to the ECCC, then the ECCC will consist of eight voting members.
 - (c) Volunteer members will be appointed or re-appointed to the ECCC for a term of two years, except as otherwise determined by Council.
 - (d) Volunteer members may serve for up to three terms on the ECCC, except as otherwise determined by Council.

4. **General Terms and Code of Conduct**

- (a) Decorum and Debate: ECCC members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the ECCC mandate, and be respectful of others’ thoughts and opinions.
- (b) Authority and Reporting: The ECCC and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (“ToR”) approved by Council.
- (c) Media/Social Media: Members of the ECCC are not permitted to speak to the media as representatives of the ECCC. ECCC members must strive to convey the public interest and remember that they represent the City; this means that they must be consistent with the City’s position on specific issues.

It is the policy of the City of Surrey to encourage clear and effective communication with all ECCC members, stakeholders and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority and accountability.

- (d) Professionalism: ECCC members who engage in activities regarding City or ECCC initiatives/projects and promotions are expected to maintain a respectful, constructive, professional tone that maintains the brand consistency of the City and follow the City’s Respectful Workplace Policy.
- (e) Confidentiality: All new ECCC members are required to sign a copy of the “Volunteer Services Confidentiality Agreement” as part as their general orientation. All returning ECCC members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.

- (f) Surrey Residency Requirement: All ECCC volunteers must reside in the City. In the event that a ECCC member's primary place of residence changes to another municipality during the term of an appointment, the member must notify the Chair and Administrative Assistant regarding change of address.

Depending on the length of appointment term remaining, the ECCC member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in social media and on the website; applications received will be reviewed by Council.

- (g) Conflict of Interest: City policy regarding conflict of interest applies to all ECCC members.

A conflict of interest exists if an ECCC member is a director, member or employee of an organization seeking to benefit from the City or if the ECCC member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. ECCC members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions and must refrain from voting thereon.

ECCC members are not permitted to directly or indirectly benefit from their participation on the ECCC during their tenure and for a period of 12 months following the completion of their term(s).

5. Meetings

- (a) Meetings will be held on monthly basis but not to occur during Council's recess periods.
- (b) Quorum for a meeting of the ECCC is a simple majority of the voting membership. Any member who is absent from three or more meetings of the ECCC per year without reason satisfactory to the ECCC may be removed from the ECCC by Council.
- (c) Only ECCC members and delegates can participate in the meetings.
- (d) Minutes of meetings of the ECCC will be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by Council.

6. Annual Work Plan

- (a) From a strategic approach, select committees are expected to identify a concise set of annual targets and objectives to be submitted to Council for endorsement each

November for the following calendar year. The Annual Work Plan must be in line with the ToR and must outline specific targets as to what the ECCC plans to achieve while supporting the work, priorities and underlying principles of the City.

- (b) The agreed upon Annual Work Plan will be executed by the ECCC, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City and align with themes identified in the Sustainability Dashboard.

7. Administration

Staff assistance will be provided to the Committee, as necessary. One staff member from the Engineering Department will assist with the meetings and other staff, as required.

8. Authority

(Select Committee – Advisory Committee)

- (a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”;
- (b) This Committee is a select committee appointed by Council; and
- (c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Approved by Council January 30, 2023