

DISTRICT OF METCHOSIN

SUBJECT:	COUNCIL Terms of Reference Environmental Advisory Select Committee (MEASC)	SECTION:	C-100
		POLICY:	C-100.72
		COUNCIL:	May 16, 2005
		AMENDS:	

PURPOSE OF THE COMMITTEE

MEASC's role is to consider environmental matters and to report its findings and opinions to Council.

MEMBERSHIP

When making appointments to committees, Council will strive to ensure a balance of knowledge, abilities and interests. For MEASC, preference will be given to applicants having familiarity in some facet of environmental knowledge, including but not limited to: terrestrial, marine or freshwater biology, botany, hydrology, forestry, environmental restoration, environmental law, geology.

PROCEDURES & ADMINISTRATION

This committee is bound by the terms of Advisory Select Committee Bylaw No. 493, and by the terms of the District of Metchosin Council Procedure Bylaw. Additional procedures are outlined below:

1. Regular meetings will take place on the evening of the fourth Tuesday of every month, unless otherwise agreed by a majority of the members. Notice of meeting date changes will be provided to municipal staff as far in advance as possible.
2. The role of Recording Secretary may be shared by members on a rotating basis.
3. The committee will conduct periodic internal performance reviews to consider scope of activities and ensure continued effectiveness of the committee. Any concerns will be reported to Council.

FUNCTIONS AND ROLES

The Committee

1. Provide expert environmental advice and make analytical capacity available to District of Metchosin Council and staff, as requested.
2. Comment and make recommendations on matters that are referred to MEASC by Council or staff.
3. Inform Council about general and specific environmental issues affecting the District.
4. Recommend to Council and staff procedures and processes to effectively promote and protect the District's environmental resources.
5. Maintain current knowledge of the Official Community Plan and other applicable or related bylaws, and make recommendations accordingly, when requested.
6. Develop appropriate tools to expedite assessments, enable effective retrospective project analysis, and monitor MEASC performance.
7. Identify emerging environmental trends or issues within the District, and bring these to Council's attention, through the minutes of the committee, in order to seek authorization for further investigation.
8. Coordinate, when required, with other select committees.

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The Chair

1. Arrange for access to the municipal office on meeting nights.
2. Ensure order at committee meetings.
3. Lead the committee in carrying out its Terms of Reference.
4. Attend standing committee or Council meetings when required to speak on behalf of the advisory select committee's recommendations.
5. When appropriate, delegate work to Committee members and/or establish subcommittees for specific tasks.
6. Liaison with staff
 - a. Review agenda prior to the committee meeting and advise staff if additional information is required by the committee
 - b. Track postponed issues to ensure that they are dealt with
 - c. Clarify questions that may arise at the committee meetings
 - d. Advise staff if a meeting is cancelled or rescheduled
 - e. Advise staff of every meeting called
 - f. Provide staff with copies of any additional agenda items.

Committee Members

1. Read the information in the agenda packages.
2. Attend meetings regularly.
3. Contact the Chair if there is material missing from the agenda, or more information is required.
4. Attend and participate in the discussions at advisory select committee meetings.
5. Participate in site inspections with the appropriate approvals.
6. Advise staff of any changes in contact information.

NOTE TO COMMITTEE

Council appreciates the valuable expertise and specialized input of its advisory committees. However, when committee recommendations are considered at the Council table, issues must often be considered in a wider context; Council, therefore, reserves the right to vary or not endorse recommendations from its advisory committees.