



TERMS OF REFERENCE Environmental Advisory Commission

1. Introduction

Through its membership, the Environmental Advisory Commission (EAC) advises the Regional District of Central Okanagan (RDCO) Regional Board on environmental matters. The Commission advises and assists the Regional Board in a capacity that allows the opportunity for local residents to contribute to the stewardship of our natural environment.

The Environmental Advisory Commission functions as an Advisory Commission of the Regional Board.

2. Objectives

The primary objective of the EAC is to advise the Regional Board on the protection, enhancement, restoration, management and appreciation of our common natural heritage and to ensure that our communities are planned to provide for environmental sustainability and community health for present and future generations.

As directed by the Regional Board, the EAC may function as a working group to advise on specific delegations before the Regional Board

3. Scope of Work

The EAC will provide advice to the Regional Board on matters relating to the natural environment including:

- Development proposals and the impact on areas designated as environmentally sensitive or hazardous in nature;
- Applications and referrals from Provincial agencies;
- Policy initiatives and directives associated with the Regional Growth Strategy;
- Environmental mapping projects;
- The promotion, support and involvement in educational, biodiversity, and stewardship programs;
- Environmental and resource management policies and programs;
- Working with the Regional Board, at the Board's request, on submissions related to environmental issues with other levels of government; and
- Other matters requested by the Regional Board; or matters that the EAC believes should be brought to the attention of the Regional Board.

The EAC will provide recommendations to the Regional Board on matters relating to the natural environment including:

- Further studies and professional reports required (including but not limited to geotechnical, environmental impact assessment, habitat or biological assessment, wildfire hazard assessment, storm water management and drainage plans, groundwater management assessments, and flood protection);
- Mitigation and enhancement work that could further mitigate fish, wildlife or environmental impacts; and
- Where appropriate, possible alternatives to the proposal.

For each application reviewed, the EAC will recommend one of the following options:

- Support the application, as presented;
- Support the application, with conditions;
- Provide a recommendation of non-support; or
- Defer a recommendation until additional information is made available.

4. Criteria

In reviewing applications, plans, proposals or items before the Commission, the EAC will consider the following:

- Relevant policies and regulations at a local level (bylaws);
- Relevant federal and provincial legislation;
- Best Management Practices;
- Impacts on air quality, cumulative effects, ecosystems (aquatic and terrestrial), hazard management, invasive species, wildlife corridors, species at risk, and water quality and quantity, among others;
- Regional Growth Strategy;
- Biodiversity Conservation Strategy for the Okanagan Region; and
- The effect of the proposal on the immediate site and adjacent lands.

5. Membership

Membership of the Commission shall be comprised of not less than eight (8) or more than thirteen (13) voting members appointed by the Regional Board.

The following are considered to be minimum qualifications to serve on the Commission:

- Reside within the Regional District of Central Okanagan;
- Demonstrated interest in environmental and community matters;
- Available to attend most EAC meetings;
- Commitment to the EAC's objectives;
- Ability to objectively review complex applications and planning considerations; and
- Access to a computer and an e-mail address in order to receive and respond to communications and information including meetings packages.

Student representatives and others that reside outside of the Regional District of Central Okanagan may be considered where they have professional expertise or other required qualifications not presented on the Commission. However, at least 2/3 of the members of the EAC must be residents of the Regional District of Central Okanagan.

Elected officials and Regional District staff are not eligible for appointment to the EAC.

Although a demonstrated interest in environmental and community matters is a minimum qualification to serve on the EAC, the following academic or technical backgrounds are favorable:

- Fisheries and wildlife biology
- Hydrology
- Ecology
- Water resource management
- Environmental engineering
- Soil science
- Land use planning
- Environmental education

6. Appointment Process and Term

Appointments to the EAC shall be by resolution of the Regional Board, based on recommendations from Regional District staff and/or the Chair of the EAC.

Appointments are to a maximum of a three (3) year term. A member may be re-appointed to serve a maximum of two (2) consecutive three-year terms.

7. Vacancies

The Regional Board, may, at any time, terminate the appointment of a member for cause.

Commission members who are absent for four (4) consecutive meetings shall forfeit their appointment, unless such absences are authorized by resolution of the Commission.

A member of the Commission may resign at any time upon sending written notice to the Regional District of Central Okanagan.

8. Chair/Vice-Chair

The Commission shall elect a Chair and Vice-Chair, annually during the last meeting of a calendar year. In the absence of the Chair and Vice-Chair, the Commission may elect an Acting Chair from those members at that meeting.

The Chair, Vice-Chair and/or Acting Chair are required to be physically present at a meeting and cannot Chair a meeting by telephone.

Although EAC reporting to the Regional Board is normally directed through Regional District staff, the Chair is expected to make himself/herself available from time to time to make presentations to the Regional Board.

The Chair may appoint sub-committees to evaluate and report on special matters within the scope of the Commission as required.

The Chair and or Vice-Chair assists with the process for new member appointments by reviewing applications and participating in interviews.

9. Quorums and Voting

A quorum of the Commission is 50% of the total Commission membership and is required for the purpose of conducting business of the Commission.

A member participating in a meeting by telephone is counted towards a quorum.

The Chair, Vice-Chair and/or Acting Chair are entitled to vote at all meetings.

Majority vote means more than half of the votes of those present on a motion are cast in the affirmative, with abstentions counted as a vote in the affirmative.

In the event of a tie vote, the question will be defeated.

10. Frequency of Meetings

The Commission shall meet monthly, unless there are no particular items to be reviewed in a particular month.

Additional meetings may be required for particular projects, site visits or urgent matters.

The meeting schedule will be established and adopted by the EAC annually during the last meeting of a calendar year.

11. Agendas and Information Packages

In consultation with the Chair of the EAC, staff will establish agendas for each meeting of the Commission.

Agendas and information packages will be provided to Commission members at least 3 working days prior to the meeting date.

The order of business for each meeting shall be governed by the agenda. New agenda items may be added by a majority vote of those present. Should a new item be added to

the agenda that also requires a resolution, the matter will be brought forward to the next scheduled meeting for consideration by the EAC.

12. Meeting Procedures

All EAC meetings are open to the public and are held at the Regional District Office, 1450 K.L.O Road, Kelowna.

EAC members may participate in a meeting by telephone as needed, and shall make arrangements for this with Regional District staff in advance of a meeting.

Applicants whose matters appear on an agenda are encouraged to attend and be heard at EAC meetings at which the Commission will consider their application. Attendance by applicants is not mandatory. However, it is recommended so that applicants have an opportunity to answer any questions, which the Commission may have.

The Commission may, from time to time, invite resource people or delegations to participate in a Commission meeting. Individuals or delegations must be authorized by the Director of Community Services and identified in advance as an item on the meeting agenda.

13. Minutes

The minutes shall:

- Record the motion and voting on all resolutions;
- Be subject to review and correction at a subsequent Commission meeting;
- Be secured at the Regional District office and signed by the Chair or Vice-Chair as the true record of the decisions made; and
- Once adopted, be available for public viewing on the Regional District's website.

14. Administrative/Technical Support

Regional District staff will provide administrative, technical and secretarial support for the EAC. Typical support functions include:

- Organizing and preparing meeting agendas
- Distributing the agenda, forwarding referral packages to EAC members, posting of notices of meetings at the Regional District office and contacting applicants prior to a meeting
- Organizing teleconferences
- Receiving all correspondence on behalf of the EAC
- Taking and preparing draft minutes, and providing final minutes to Commission members for review and approval
- Managing the files of the EAC as necessary and maintain a list of outstanding issues for EAC action

- Assisting the EAC with special projects such as tours, educational materials, and workshops
- Assisting the EAC with the process for new appointments including advertising for applicants, review of applications, and bringing appointment recommendations to the Board for approval
- Attending meetings in a resource capacity
- Training for the Chair and Vice-Chair on procedures for Commissions of the Regional Board.

15. Remuneration

EAC members shall serve without remuneration, but may be paid reasonable and necessary expenses that were directly out of the performance of their duties. Reimbursement of expenses will be consistent with policies of the Regional Board, as amended from time to time.

16. Conflict of Interest

If a commission member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the Commission or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict, and its general nature.

Upon such a declaration being made, it will be recorded in the minutes of the meeting and the member declaring the conflict:

- Will not participate or vote in any discussion regarding the matter in question;
- Will leave the meeting during consideration of and voting on the matter in question and
- Will not attempt, in any way, whether before, during or after the meeting, to influence the voting on any aspect of the matter in question.

17. Public Relations

When speaking in public on an issue, EAC members must make clear that opinions expressed are individual and not representing the EAC or the Regional District of Central Okanagan.

Should the Commission be required to address the media, opinions expressed on behalf of the EAC should be communicated by the Chair or Vice-Chair.

On a matter before the Commission, EAC members shall not communicate with elected officials directly.

*** END OF TERMS OF REFERENCE ***

Approved by: 
Brian Reardon, CAO

Date: January 29, 2019

<u>Department</u>	<u>Date Approved</u>	<u>Amended (Y/N)</u>	<u>Date Reissued</u>	<u>Authority(Resolution #)</u>
Planning	April 2000 Aug 23, 2006 Jan. 28, 2019	Y	Jan 28, 2019	#14/19

H:\Planning\0540-Committees\03-Terms_of_Ref\EAC\EAC Terms of Reference January 2019.doc