

TOWN OF QUALICUM BEACH

TERMS OF REFERENCE SELECT COMMITTEE ON ENVIRONMENT & SUSTAINABILITY (Updated February 2025)

1. PURPOSE OF COMMITTEE

The “Town of Qualicum Beach Select Committee on Environment and Sustainability” (SCES) shall advise and report back to Council on matters relevant to the physical environment, sustainability, and food security of the Town of Qualicum Beach. Matters for review and/or study will be referred to the SCE by Council, on a case by case basis, and these may include, but need not be limited to:

- a) Environmental policies, environmental protection measures and plans, studies, and initiatives related to the environment.
- b) Environmental concerns brought to Council by the groups and/or citizens.

2. LIMITATIONS OF THE DUTIES AND POWERS OF THE COMMITTEE

The Committee has no delegated authority from Council and is not empowered to manage any property, aspect or role of the Town’s responsibilities.

3. COMPOSITION OF THE COMMITTEE

The Committee shall be appointed by Council, with preference given to residents of the Town of Qualicum Beach, and composed of:

- One (1) non-voting member of Council appointed as liaison to environmental organizations and appointed as Chair;
- One (1) Youth member at large;
- Five (5) members at large from the public.

4. ADVISORY PERSONS TO THE COMMITTEE

The following persons may participate in meetings of the Committee in an advisory capacity but shall not vote:

- (a) Chief Administrative Officer
- (b) Director of Engineering, Airport & Utilities or designate
- (c) Corporate Administrator’s designate, as Secretary to the Committee and clerical assistance for recording minutes, preparing agendas and organizing resource material
- (d) Delegations being persons representing other interested groups, individuals, agencies or businesses who may be invited by the Chair to attend meetings.

5. APPOINTMENT AND MEMBERSHIP

Youth Member at Large:

- (a) Applications will be invited from individuals between the ages of fifteen (15) and twenty-nine (29) when there is a vacancy. Council will appoint the Youth Member at Large from the applications received, and may, in any case, decline

to appoint an applicant and invite new members to apply.

Member at large:

- (b) Applications will be invited from the general public when there is a vacancy. Council will appoint up to five Members at large from the applications received, and may, in any case, decline to appoint an applicant and invite new applications.

Term and Termination

- (c) Members of the Committee shall serve at the pleasure of the Council and with a term of approximately two years, ending December 31 of the second year of their term. Committee members may be reappointed for an additional term or terms, with the exception of a Youth Member at Large who would become thirty (30) at the time of re-appointment. A Youth Member at Large who turns thirty (30) within the approximate two-year term, will be able to serve as a Member until the end of the term, and until an eligible replacement is appointed by Council following the term end, or unless terminated in accordance with Section 5(d).
- (d) Council may terminate the appointment of any member of the Committee at any time.

Resignation and Absenteeism

- (e) A member may resign from the Committee on presentation of written notice at a regular meeting of the Committee. Any member other than a member of Council who is absent from three (3) consecutive meetings without cause or without notice to the chairperson, shall be deemed to have resigned from the Committee.

Vacancies

- (f) Any vacancy on the Committee other than a vacancy caused by the resignation of a Council member shall, for the expired portion of any term, be vacant or Council may invite fresh nominations from the group or agency that nominated the member who has vacated the position.

Composition of Committee

- (g) At all times, Council shall ensure that at least one non-voting member of the Committee is a Council member, as required by the *Community Charter*.

Remuneration

- (h) All members of the public appointed to the Committee shall serve without remuneration. All expenses reasonably incurred in the carrying out of Committee business may be reimbursed by the Financial Administrator of the Town with the approval of the Chief Administrative Officer or designate.

6. MEETINGS

Regular Meeting

- (a) Meetings of the Committee will be held on the first Friday of January, May and September (as required) commencing at 2:00 pm, with additional meetings possibly scheduled to address larger projects or urgent items, with an expectation of no more than one meeting per month.

Special Meeting

- (b) The Chairperson or any two members may call a special meeting of the Committee.

Notice

- (c) Meeting notice shall be in accordance with the Procedure Bylaw.

Quorum

- (d) The quorum for the Committee is a majority of voting members.
- (e) Should there be no quorum present within 15 minutes after the time appointed for the meeting, the recorder shall record in the minutes the names of the members present at the expiration of such 15 minutes and the meeting shall stand adjourned until the next scheduled meeting.