

1. Purpose:

The Environment Committee advises Council on issues related to environmental matters, including policy recommendations to ensure the City meets urgent environmental targets and goals. Foundational documents including the Burnaby Environmental Sustainability Strategy (ESS), the Official Community Plan (OCP), the Community Energy and Emissions Plan (CEEP), the Corporate Strategic Plan (CSP), and the Climate Action Framework inform and provide context for the priorities and actions of the Committee.

Background:

- On June 27, 1998, Council adopted recommendations to establish the Environment and Waste Management Committee.
- On January 13, 2003, the committee's name was changed from the Environment and Waste Management Committee to the Environment Committee.
- In 2017, the Environment Committee merged with the Social Planning Committee to form the Environment and Social Planning Committee.
- On October 28, 2019, the Environment and Social Planning Committee was dissolved and separated into the Environment Committee and the Social Planning Committee.
- On March 11, 2020, Council adopted the Climate Action Framework.

2. Functions:

- 2.1. To provide recommendations to Council in relation to the City's strategic policy goals, objectives, and priorities, to ensure that they continue to meet the changing environmental needs of the community.
- 2.2. To assist in fostering greater educational opportunities and increase public, corporate and government awareness within the City, and the region as a whole, in relation to the goals, objectives and priorities of the ESS, CEEP, OCP, and CSP.
- 2.3. To provide the opportunity for Burnaby citizens to assist the Committee in meeting their terms of reference.

3. Membership:

- 3.1. Pursuant to s. 142 of the *Community Charter*,
“(1) 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.
(2) At least one (1) member of a select committee must be a council member.
(3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.”
- 3.2. Membership consists of up to four (4) representatives from Council, one (1) from Burnaby School Board, one (1) from Burnaby Board of Trade and two (2) resident representatives. Non-voting advisory groups include BC Hydro, Fortis, and Simon Fraser University.
- 3.3. A Membership term is three (3) years with the opportunity for one (1) renewal.
- 3.4. A member who is absent from three (3) consecutive meetings of the Committee without leave of the Committee or without reason satisfactory to the Committee shall forthwith cease to be a member.
- 3.5. Except in the case of illness, leave or with written permission notice by the Chair, a member may not attend by electronic participation more than 25% of the meetings on the annual schedule adopted pursuant to s.5(1) of Burnaby Procedure Bylaw, Bylaw No.14610.

4. Chair, Secretary and Staff Support:

- 4.1. Two (2) members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Committee.
- 4.2. The Corporate Officer or designate will prepare the agenda and notice of meetings and will serve as Secretary.
- 4.3. Staff support is provided by the Planning and Development Department, Parks, Recreation and Culture Department, Engineering Department, Climate Action and Energy, and the Legislative Services Department.
- 4.4. City staff serve in a support role and are not members of the Committee.

5. Quorum and Procedures:

- 5.1. The meetings are scheduled approximately once every second month and may be called, cancelled, or re-scheduled at the call of the Chair or Corporate Officer.
- 5.2. A quorum will be a majority of the appointed members and must include at least (1) of the Council members appointed.
- 5.3. Committee meetings will be scheduled in accordance with criteria outlined in the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.4. Meeting procedures are regulated according to the Burnaby Procedure Bylaw 2024, Bylaw No. 14610.
- 5.5. Expectations of conduct from Appointed members are set out through the Advisory Bodies Code of Conduct Policy.

6. Governance Model:

City Council has distinct responsibilities to govern, approve or not approve the recommendations of the Committee, as the committee functions as an advisory body to Council, not a decision-making group based on Council's Procedure Bylaw 2024. The authority to approve and adopt the terms of references is through Council pursuant to:

- *Community Charter*, Part 5, Division 4, S.142 (Select Committees of Council)

7. Termination of the Committee:

The Committee may be terminated by Council at any time by way of resolution.

8. Reference Information:

- [Burnaby Community Energy and Emissions Plan \(2016\)](#)
- [Burnaby Environmental Sustainability Strategy \(2016\)](#)
- [Burnaby's Official Community Plan \(Revised 2014\)](#)
- [Burnaby Social Sustainability Strategy \(2011\)](#)
- [Climate Action Framework Report \(2020\)](#)
- [Burnaby Procedure Bylaw 2024, Bylaw No. 14610](#)
- [Advisory Bodies Code of Conduct](#)

**Last date approved
by Council:** April 15, 2024

**Last date revised by the
Corporate Officer:** April 30, 2024
