

City of Edmonton Environmental Advisory Committee Terms of Reference

(October 2013)

1.0 PURPOSE AND SCOPE

1.1 The role of the City of Edmonton Environmental Advisory Committee is to:

Provide a vehicle for the flow of strategic advice and expertise between the community and the City of Edmonton for the continued implementation of the environmental strategic plan, The Way We Green, and other related issues as they arise.

Facilitate public perspective on how particular environmental and sustainability issues impact on the community and other City plans, recognizing that many of the issues are within the context of regional, national or global concern.

2.0 MEMBERSHIP AND ORGANIZATION

2.1 Membership of the Environmental Advisory Committee is as follows:

- 7 Citizens-at-large;
- 1 representative from Alberta Health Services;
- 1 representative from Alberta Environment and Sustainable Resource Development;
- 1 representative from Federal Government (environment-related);
- up to 3 representatives from different local post-secondary institutions.

2.2 The Environmental Advisory Committee reports directly to Corporate Leadership Team (CLT).

2.3 Meetings of the Environmental Advisory Committee are typically held monthly, or more frequently as occasionally required and annually with CLT.

2.4 All members are expected to serve for a 2-year term, with an opportunity to renew commitment.

2.5 Individual Environmental Advisory Committee representatives may volunteer for specific initiatives that could require additional work beyond that at the regular monthly meetings of the committee-as-a-whole.

2.6 The Office of Environment acts as a resource and facilitator for the Environmental Advisory Committee.

3.0 ROLES AND FUNCTIONS

- 3.1 To review, comment on and provide input during the preparation of environmental and sustainability policy and plans.
- 3.2 To provide a public perspective on:
 - the implementation of environmental and sustainability plans, strategies and initiatives
 - other emergent issues, as requested by Office of Environment and/or the Corporate Leadership Team
- 3.3 To prioritize short-term, intermediate and long-term environmental and sustainability strategic initiatives.
- 3.4 To raise new, relevant, unexplored environmental/sustainability issues germane to Edmonton and the region.
- 3.5 To advise on appropriate consultation between the City, the identified stakeholder groups and the community-at-large concerning environmental and sustainability matters.
- 3.6 In carrying out its responsibilities, the Committee will give due consideration to social and economic aspects within an environmental context.
- 3.7 Meeting materials will be circulated one week prior to meetings, and members are expected to review the agenda package in advance of the meeting.
- 3.8 Regular attendance at meetings is expected of Environmental Advisory Committee members. Members who are not in attendance for more than two consecutive meetings without a justified absence may be retired.