

**District of North Vancouver
Parks and Natural Environment Advisory Committee
Terms of Reference**

The Parks and Natural Advisory Environment Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to parks and environmental issues and to foster, promote, enhance, and support parks and environmental issues within the municipal government and the community.

Committee Responsibilities

Within the scope of Council priorities, the Parks and Natural Environment Advisory Committee advises council and staff on the specific responsibilities which include:

- Provide assistance to Parks and Environment staff as directed with policy analysis, advice, comments and information on matters related to parkland, the natural environment and the ecology of the District;
- Assist Parks and Environment staff in the development of policies and actions to ensure the protection, enhancement, preservation development and maintenance of a balanced park system within the District of North Vancouver which recognizes the unique topography, watercourses, wildlife and vegetation within the District;
- Assist Parks and Environment staff in the development of policies and actions to ensure the maintenance, protection, enhancement and preservation of the environment and ecological systems within the District of North Vancouver which recognizes the unique topography, watercourses, wildlife and vegetation within the District;
- Assist Parks and Environment staff in ensuring that District Parkland meets the needs of both formal/organized and informal park use respecting ecological conservation and the needs of our present and future citizens; and,
- Work with staff in the promotion of public education and awareness on parks and environment issues

The Committee will provide an annual report to Council as outlined in the District's *Council Procedure Bylaw*.

Committee Membership and Meetings

Committee members are appointed annually by Council following recommendation by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two-year term. Members may then reapply for two, one-year terms thereafter for a total of six years.

Membership will be comprised of a maximum of nine members, seeking representation and qualification as follows:

- Committee members selected will represent the broad geographic and demographic characteristics of the municipality and will be residents of the District of North Vancouver.

- An exception to residency requirements may be made for individuals with unique qualifications and backgrounds.
- A Member Emeritus may be appointed for a one-year term as a non-voting advisor to the committee. There may only be one such member at any time and the one-year appointment is renewable.

The Council Liaison may participate in discussion but does not form quorum and is not a voting member.

The Advisory Oversight Committee may recommend the appointment of any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Staff Liaison.

The Committee meets four times per year. Additional meetings may be called throughout the year at the call of the Chair upon recommendation of the Staff Liaison. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

Committee Management

A work plan to cover the one-year term will be prepared jointly by the Committee and the Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas in consultation with the Chair and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.