

# Advisory Bodies of Council Orientation Session

Environment Committee  
January 20, 2025

# WELCOME

**Thank you for contributing your time, efforts and support to Council Advisory Bodies by joining the Environment Committee.**

# INTRODUCTIONS

## EC Members

- Council Members
- Appointed Members
- Non-Voting Members

## City of Burnaby Staff:

- Administrative Officer (Committee Secretary)
- Directors, Managers and Planning and PRC staff



# ENVIRONMENT COMMITTEE - BACKGROUND

**Created and appointed as a Select Committee of Council under the authority of the Community Charter.**

**Part V, Section 142 of the Community Charter states:**

- 142 (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.

**Committee purpose, membership, functions and procedural rules are created and approved by Council.**

# COMMITTEE PURPOSE

## Terms of Reference for the Environment Committee outlines the Committee 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. The following foundational documents inform and provide context for the priorities and actions of the Committee:
  - Environmental Sustainability Strategy (ESS);
  - Official Community Plan (OCP);
  - Community Energy and Emissions Plan (CEEP);
  - Corporate Strategic Plan (CSP); and
  - Climate Action Framework.



# COMMITTEE FUNCTIONS

## Terms of Reference for the Environment Committee outlines the Committee functions:

- 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.
- 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.
- To provide the opportunity for Burnaby citizens to assist the Committee in meeting their terms of reference.

# COMMITTEES ARE PUBLIC

## Public Meetings

- Committee meetings are public: all meeting documents, discussion, video and other items are open to the public.
- Livestream of the meeting is recorded and stored in accordance with the City's records retention schedule.

## Closed Meetings *(Not applicable to Select Committees)*

- Must be closed to the public as per section 90 of the *Community Charter*

## Quorum

- 10 voting members = 6 voting members required to be present for meeting to convene.



# MEETING PREPARATION

## Agendas

- Administrative Officer emails agendas to Committee members on Thursdays prior to scheduled meeting.
- Agendas are published on Burnaby.ca on Fridays prior to scheduled meeting.

## Minutes

- The only permanent record of meeting decisions and history.
- Minutes are decision-based: discussion is not captured, only decisions and critical information.



# MEETING PROCEDURES

## Making Decisions

- Reports contain ***staff recommendation***

### RECOMMENDATION

**THAT** the proposed program for the 2024 World Rivers Day as presented in Attachment 1 of the report titled "2024 World Rivers Day," dated June 19, 2024, be approved.

- Once ***staff recommendation*** is ***moved*** and ***seconded***, it is considered to be ***a motion*** on the floor for debate and voting
- Once the Committee votes on that ***motion***, it becomes a ***resolution***.
- Administrative Officer captures Committee ***resolutions*** and brings them to Council for final consideration at the next applicable Council meeting.

## Notice of Motion

- Contact Committee Chair and Administrative Officer before the meeting.

# VOTING

## All voting Committee members may vote:

- In Favour
- Opposed
- Abstained = In Favour
  - May declare conflict of interest and leave the room to be recorded in the minutes as absent for the vote
- Tie Vote = Lost Vote



# MEETING PROCEDURES

## **Point of Order:**

To enforce debate rules and Procedure Bylaw.

## **Point of Information:**

A request for information or clarification on a specific question.

## **Point of Privilege:**

A comment addressing a personal need.

*Learn more about motions in the **Council Procedure Bylaw – Schedule A***

# DELEGATIONS

- **5 Minute Time Limit**
- **Delegation Policy**
- **Staff are here to help as your professional resource and fact checkers**
- **Approval by Council Required if any motions are introduced**
  - Resolutions require action and assigning work to staff
  - Staff's existing work plans and priorities have been set by Council, so any changes must be approved by Council



# STAFF REPORT PRESENTATIONS

- **Staff presentations have no time limit**
- **Questions at end of presentation for clarification**
- **Motion must be on the floor before discussion, debate or amendments**
- **Committee discusses together how to proceed**
- **Decisions are owned by Committee**

# OTHER BUSINESS

## **Best Practice:**

- Please contact your Committee Chair and the Administrative Officer as soon as practicable if you would like to request Other Business items added to future agendas.

## **Urgent Matters:**

- If members wish to add items to the Other Business section due to urgency, please advise the Administrative Officer and Committee Chair prior to the meeting to ensure Agenda Adoption includes the request to add a new item (this does not give the public any notice).



# APPLICABLE POLICIES + INFO

- Environment Committee Terms of Reference
- Delegation Policy
- Council Correspondence Policy
- Code of Conduct (Bylaw + Policy)
- Respectful Workplace Policy
- Calendar of Meetings
- Council Procedure Bylaw

# COUNCIL CHAMBERS

## Meeting Setup

- Live Broadcast, Closed Captioning, Assisted Hearing Devices
- Cameras
- Microphones

## Electronic Participation

- Provide notice to Administrative Officer if you are attending virtually
- Need to have camera on for voting

## Meeting Etiquette

- Food and Beverages
- Personal Device Use
- Punctuality



# QUESTIONS + COMMENTS?