

# TERMS OF REFERENCE

## NATURAL RESOURCES ADVISORY COMMITTEE

### 1. Purpose

- 1.1 The purpose of the Natural Resources Advisory Committee (NRAC) is to advise the Sunshine Coast Regional District (SCRD) Board on resource issues and developments that may have an impact on the Sunshine Coast Regional District.

### 2. Duties

- 2.1 NRAC will review and provide recommendations to the SCRD Board on resource issues which may include:
- a. development proposals with potential significant impact on resource use;
  - b. environmental impact of resource activities on air, land, watersheds, lakes and the ocean or other impacts;
  - c. zoning Bylaw and Official Community Plan amendments;
  - d. timber harvesting operations and forestry plans;
  - e. existing or proposed government regulations affecting natural resources on the Sunshine Coast;
  - f. plans or proposals submitted to the SCRD by referral agencies;
  - g. economic significance of resource use decisions;
  - h. natural resource implications of outdoor recreation issues; and
  - i. other resource issues for the Sunshine Coast.
- 2.2 In review of the resource issues and bylaw amendments, NRAC shall advise on:
- a. policy implications of existing or proposed resource use or legislation;
  - b. industry or socio-economic trends which may affect resource use, employment or the environment.

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- 2.3 NRAC members may be invited to participate in working groups that may be established by the SCR D Board to consider specific resource issues or development proposals.
- 2.4 An NRAC member may be requested to be in attendance at any Planning and Community Development Committee meeting at which NRAC recommendations are being considered in order to provide additional information as required.
- 2.5 NRAC exists at the pleasure of the SCR D Board and may be reconstituted as required.

### **3. Membership**

- 3.1 NRAC shall consist of up to 12 members appointed by the SCR D Board.
- 3.2 Individuals shall have an interest and/or expertise in one or more of the following:
  - a. natural resources issues;
  - b. community development;
  - c. watershed issues;
  - d. outdoor recreation;
  - e. biodiversity;
  - f. tourism;
  - g. economic development.
- 3.3 An effort will be made to ensure that a wide range of interests, expertise and diverse representation from each Electoral Area and Municipality are represented on the Committee.
- 3.4 Members shall be appointed for a term of two years.
- 3.5 Members who are appointed part way through a two-year term will be appointed for the remainder of the two-year term.
- 3.6 The following observers with an interest or expertise in natural resources issues may be invited to attend and participate in discussions:
  - a. *shíshálh* and *Skwxwú7mesh* First Nations;
  - b. District of Sechelt;
  - c. Town of Gibsons;
  - d. senior government departments;
  - e. organizations, such as industry representatives and not-for-profits; and
  - f. others as identified.

- 3.7 Regional District staff may be assigned to serve in a technical and leadership capacity. The role of the staff may include:
- a. establishing the agenda;
  - b. providing information and professional advice;
  - c. facilitating and/or co-chairing meetings;
  - d. writing reports and recommendations to the SCRD Board thereby serving as one of the communication channels to and from the SCRD Board; and
  - e. bringing such matters to NRAC's attention as are appropriate for it to consider in support of SCRD Board direction.
- 3.8 A Director may be appointed annually to serve in a liaison capacity and shall be a non-voting member. An alternate for the Director may be appointed to attend meetings during the absence of the Director. The role of the Director may include:
- a. bringing such matters to NRAC's attention as are appropriate for it to consider in support of SCRD Board direction; and
  - b. serving as one of the communication channels to and from the SCRD Board.
- 3.9 The Chair and Vice Chair shall be elected from the NRAC membership at the first meeting of each year. The Chair and Vice Chair shall be entitled to vote.
- 3.10 Members who are absent for four consecutive regularly scheduled meetings will be deemed to have resigned their position unless the absence is because of illness or injury or is with the leave of the SCRD Board.

#### 4. Operations

- 4.1 NRAC will meet every month, starting in January, at 7pm on the 3<sup>rd</sup> Wednesday of the month.
- 4.2 At all meetings, four members shall constitute a quorum.
- 4.3 NRAC meetings will be canceled if there are no referrals for an Agenda or if quorum is not met.
- 4.4 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to Section 90 of the *Community Charter*.
- 4.5 SCRD staff, in consultation with the Committee Chair, may call for a meeting outside of that schedule in order to meet pressing timelines.

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- 4.6 The authority of NRAC is limited as follows:
- a. NRAC does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. NRAC may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Where NRAC wishes to express opinions or make recommendations to external organizations and agencies, it must first obtain authorization from the SCRD Board.
- 4.7 Committee members are encouraged to:
- a. attend and participate in meetings of NRAC;
  - b. share experiences and ideas while maintaining an open mind to others' perspectives;
  - c. be able to dedicate approximately five hours per meeting to the work of the Committee.
- 4.8 In carrying out its mandate, the Committee will work towards conducting operations in a way that:
- a. improves the economic, environmental and social well-being for present and future generations;
  - b. encourages and fosters community involvement;
  - c. enhances the friendly, caring character of the community;
  - d. maintains an open, accountable and effective operation;
  - e. preserves and balances the unique mix of natural ecosystems and green spaces in the SCRD;
  - f. is consistent with the goals and objectives of the SCRD's strategic plan; and
  - g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.
- 4.9 The SCRD will provide a recording secretary whose duties will include:
- a. organizing meeting room, supplies and equipment;
  - b. distributing meeting agendas to NRAC members in advance of the meeting;
  - c. preparing minutes of all meetings using SCRD standard practices;

- d. forwarding the minutes to the NRAC Chair for review prior to submitting to the SCRD Planning and Development Division within five (5) business days of the meeting.
- 4.10 Unless otherwise provided for, meetings shall be conducted in accordance with the Committee Procedures set out in the SCRD Board Procedures Bylaw.
  - 4.11 NRAC members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the Community Charter. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.
  - 4.12 NRAC members must respect and maintain the confidentiality of the issues brought before them.
  - 4.13 NRAC members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

## 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

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