

AGENDA

FOOD SECURITY & CLIMATE CHANGE COMMITTEE

**THURSDAY, APRIL 2, 2015 – 4:30 P.M.
COMMITTEE ROOM AT CITY HALL**

1. INTRODUCTIONS

Welcome and introductions by the Mayor.

2. PROCEDURES

Review of Procedures by City Manager

3. ELECTION

Election of Chair/Vice-Chair; Appointment of Recording Secretary

4. COMMITTEE TERMS OF REFERENCE (TOR)

Review of Terms of Reference for the Committee

6. MEETING SCHEDULE

Establish meeting schedule

7. ADJOURNMENT

Excerpt from City of Port Alberni Procedures Bylaw #4547

PART 6 - COMMITTEES

31. General Duties of Standing Committees

The general duties of all the standing committees of the Council shall be as follows:

- (i) To consider and report to Council from time to time, or whenever desired by the Council and as often as the interest of the City may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.
- (ii) To carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the Council shall be specific and the Committee shall report its action in detail at the next meeting of the Council thereafter.

33. Schedule of Committee Meetings

- (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.
- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

34. Notice of Committee Meetings

- (1) Subject to subsection (2), after the committee has established the schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - posting a copy of the schedule at the Public Notice Posting Places; and
 - providing a copy of the schedule to each member of the committee.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a committee meeting.
- (3) The Chair of a committee must cause a notice of the day, time and place of a meeting called under Section 33(2) to be given to all members of the committee at least 12 hours before the time of the meeting.

35. Attendance at Committee Meetings

Council members who are not members of a committee may attend the meetings of the committee.

36. Quorum

The quorum for a committee is a majority of all its members.

37. Conduct and debate

- (1) The rules of the Council procedure must be observed during committee meetings, so far as possible and unless as otherwise provided in this Bylaw.
- (2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
- (3) A motion made at a meeting of a committee is not required to be seconded.

38. Voting at Meetings

Council members attending a meeting of a committee of which they are not a member must not vote on a question.



CITY OF PORT ALBERNI

Food Security and Climate Change *Committee* Terms of Reference

Establishment:

By resolution dated January 12, 2015, Council has established a sub-committee to be known as the “*Food Security and Climate Change Committee*”.

Mandate:

The *Food Security and Climate Change Committee* is a Standing Committee of Council appointed for the purpose of making recommendations to Council with respect to urban food security and climate change concerns affecting the community.

Membership:

The Committee shall be comprised of members as follows:

- Four members appointed from the community at large appointed by the Mayor.
- One member appointed by the executive of Alberni Valley Transition Town Society
- One member appointed by the executive of the Alberni Environmental Coalition
- One member of City Council appointed by the Mayor.

Timing and Term:

- Members appointed from the community at large shall serve a two year term with a maximum of two consecutive terms.
- Ex-officio members appointed by external agencies shall be appointed annually by the agency with no restriction on length of term.
- The Council member shall be appointed annually.

Governance:

- The City's Procedures Bylaw applies to the conduct of the Committee's business.
- The Committee shall adopt a meeting schedule and will structure its activities to complete the required tasks within the reporting schedules provided.
- The Committee will elect a Chairperson from among its members.
- The Committee will appoint a member to take minutes of meetings which will be approved by the membership and forwarded to the City Clerk. Meeting minutes will be forwarded to Council for information.
- Designated staff member(s) will provide logistical support to the Committee as required, and may attend meetings

Duties and Responsibilities:

- The Committee will familiarize itself with City and community documentation already existing with respect to food security and climate change. This should include but not be limited to:
 - o The Province's *Climate Action Charter* which the City signed onto in 2007
 - o The City's *Climate Change Committee* Final Report (2008)
 - o 2007-2014 Sustainability Progress Report and Plan
 - o Port Alberni Community Assessment: Taking Action for Community Sustainability Planning (2008)
 - o Alberni Valley Agricultural Plan ACRD (2011)
- The Committee shall review best practices from other communities world-wide with a view to providing recommendations in regards to preparation of an education strategy in response to rising costs and scarcity of food as well as leadership with regards to climate change awareness and response.
- The Committee shall liaise and build partnerships with community organizations involved in food security and climate change in our community including the ACRD, Alberni Valley Transition Town Society, and the Alberni Environmental Coalition.
- The Committee shall provide reports on a regular basis, at least semi-annually, to City Council in addition to meeting minutes required to be forwarded to the City Clerk.
- The committee may request information from City Staff regarding technical, operational or legislative matters respecting the City of Port Alberni in connection their review. Such requests for information shall be made to the City Manager.