



**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JULY 24, 2013**

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**SUBJECT    PROPOSED WORKSHOP WITH ROUNDTABLE ON THE ENVIRONMENT**

**ISSUE**

At its June 26 meeting, the Environmental Services Committee (ESC) directed that staff report back to the committee regarding a facilitated workshop process between ESC members and the Roundtable on the Environment (RTE).

**BACKGROUND**

The Roundtable on the Environment's Terms of Reference (Appendix A) were revised in 2011 with a new emphasis for the group to:

- a) *provide advice to staff and decision-makers on future-oriented, long-term, strategic environmental sustainability issues; and*
- b) *within the broad mandate of the CRD, bring forward its own views on emerging issues and new strategies that could be initiated to meet the CRD's overall sustainability goals and strategic priorities.*

On June 26, the RTE chair and delegates attended the ESC meeting to discuss the RTE's current areas of focus; namely, the Regional Sustainability Strategy, green space and invasive species, and the Solid Waste Management Plan.

In order to more fully appreciate the direction and input from the ESC on how the RTE can best serve the Board, the RTE proposed that a facilitated workshop be conducted with members of the ESC.

**ALTERNATIVES**

1. That the Environmental Services Committee:
  - (a) approve a facilitated workshop with members of the Roundtable on the Environment as outlined; and
  - (b) forward this report to the Planning, Transportation and Protective Services Committee for endorsement.
2. That the Environmental Services Committee recommend changes to the workshop format and forward the revised format to the appropriate committee for endorsement.

**FORMAT IMPLICATIONS**

The workshop format is envisioned as a maximum half-day session, facilitated by an external consultant. Although the RTE typically reports through to the ESC, considering that a key area of focus for the RTE is the RSS, it is proposed that Planning, Transportation and Protective Services Committee (PTPSC) members also be invited to participate.

At this time, a formal agenda for the workshop has not been set. It is proposed that the chairs of the ESC and PTPSC would meet in advance with several RTE members, including the RTE Chair, and the facilitator to map out the agenda. Given the RTE's mandate to focus on future-oriented, long-term, strategic environmental sustainability issues, the agenda will likely focus on a number of provocative questions that will aid the group to discuss key issues of a strategic nature for the RTE to consider.

In addition to more fully appreciating the direction and focus that the ESC and PTPSC have for the RTE, the workshop is intended to build a deeper relationship and rapport between directors and RTE members.

The RTE Chair has indicated that a select number of RTE members (three or four) would attend the session to both keep the total number of participants at a manageable level and encourage meaningful dialogue.

The workshop would be held in open session and members of the public and the media would be able to attend.

### **ECONOMIC IMPLICATIONS**

Funding to facilitate and conduct a workshop with the RTE will be drawn from the core operating budget for the RTE and is estimated to be less than \$5,000.

### **CONCLUSION**

The RTE proposes conducting a facilitated workshop with members of both the ESC and PTPSC in the fall. Chairs of each standing committee, along with several RTE members, will work with the facilitator to map out the agenda. The objectives of the workshop are to deepen the understanding of where the RTE's efforts would be most valuable to the committees and to strengthen the relationship between the RTE and Board members.

### **RECOMMENDATION**

That the Environmental Services Committee:

1. approve a facilitated workshop with members of the Roundtable on the Environment as outlined; and
2. forward this report to the Planning, Transportation and Protective Services Committee for endorsement.

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Larisa Hutcheson, P.Eng.  
General Manager  
Parks & Environmental Services

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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

LH:cl  
Attachment: 1

**CAPITAL REGIONAL DISTRICT**  
**ROUNDTABLE ON THE ENVIRONMENT**  
**TERMS OF REFERENCE**

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**PURPOSE AND ROLE**

The purpose of the Roundtable on the Environment (RTE) is to provide support to the Capital Regional District (CRD) through the Environmental Sustainability Committee in pursuing its strategic direction related to environmental protection and climate action.

Specifically, the role of the RTE will be to:

- a) provide advice to staff and decision-makers on future-oriented, long-term, strategic environmental sustainability issues; and
- b) within the broad mandate of the CRD, bring forward its own views on emerging issues and new strategies that could be initiated to meet the CRD's overall sustainability goals and strategic priorities.

The RTE will function as an independent advisory body consisting of residents of the CRD with comprehensive experience in environmental management and its application to regional sustainability initiatives. Without limiting the scope of the RTE mandate, the CRD, through the General Manager, Environmental Sustainability, will request RTE submissions in such areas as strategic priority planning, business planning, and the Regional Sustainability Strategy.

**RELATIONSHIP TO THE CRD**

The RTE will typically report through the Environmental Sustainability Committee. That committee may refer matters on to other standing committees of the CRD Board and to the CRD Board. In those cases, the RTE may report directly back to those committees as necessary. The Environmental Sustainability Committee, the Board or the General Manager of Environmental Sustainability may also refer matters to the RTE.

The General Manager of Environmental Sustainability, or delegate, will act as staff liaison to attend RTE meetings, represent the CRD and provide effective communication between the RTE and the CRD.

**MEMBERSHIP AND SELECTION**

RTE membership will be nine to 12 members at any time. The CRD will solicit expressions of interest from the community each year, as positions become available. The General Manager of Environmental Sustainability will solicit and recommend RTE members for approval by the Environmental Sustainability Committee and the CRD Board.

The CRD Environmental Sustainability Committee will nominate a Director from the committee to act as a non-voting liaison to the RTE.

Chairs, and/or their delegates, of the Planning, Transportation and Protective Services Committee and the Regional Parks Committee may also act as a liaison to the RTE on relevant matters.

Members of the RTE will serve a term of two years, renewable to a maximum period of six years.

The RTE will elect its own chair annually to a maximum term of three years.

Members are to serve without remuneration.

**PROCEDURE**

The RTE will meet approximately four to six times per year. Dates of meetings will be set at the beginning of the year based on recommendations of the General Manager of Environmental Services and the Chair. Any additional meetings will be at the call of the Chair.

The CRD Rules of Procedure will apply.

**BUDGET**

Subject to CRD Board approval, an annual budget will be available to cover costs related to the administration and logistical support for convening meetings through the year.

Approved by CRD Board on April 14, 2010  
Revised by CRD Board on March 19, 2011