

CITY OF PRINCE RUPERT

REPORT TO COUNCIL

DATE: May 25th, 2007

FROM: Douglas Jay, Corporate Administrator

SUBJECT: GREEN ADVISORY COMMITTEE – DRAFT TERMS OF REFERENCE

RECOMMENDATION:

That the Draft Terms of Reference for the Green Advisory Task Force be adopted and the Staff be instructed to advertise for members.

REASON FOR REPORT:

At a recent meeting of the Committee of the Whole (April 23rd, 2007), a delegation presented to Council on the possibility of establishing a “Green Advisory Committee” to tackle the challenge of reducing Greenhouse Gas (GHG) Emissions within Prince Rupert.

BACKGROUND:

Council requested a report from Staff on how the City could incorporate a new “committee” to tackle the issue of GHG reductions.

Council has the authority to appoint a “Select” Committee or a “Task Force” under section 142 of the Community Charter. The mandate of this potential “committee” or “task force” could be established in two parts. The first part would be the shorter or more immediate time frame goals with the second part being more long term in nature.

Accordingly, the first phase would mandate the task force to establish a plan for lowering GHG emissions within the greater community, including both the public and private sector. The anticipated timeframe for this Phase of work could be in the neighbourhood of 8 – 10 months.

The second phase of the task force would be mandated to focus on longer term initiatives such as planning for other initiatives such as the sustainable community program. There are funding programs available for ICSP – Integrated Community Sustainability Planning and Prince Rupert may be an attractive location for this type of grant and project. It is anticipated that this phase could take significantly longer with the potential to be in the range of 12 – 18 months.

The membership of such a task force must include at least one-member from Council. The remainder must be appointed by Council. Should Council support the establishment

of a task force, then it is recommended that the City both advertise for members and invite members from key stakeholder groups. This would result in members that are from the population at large who are motivated and interested in serving on this type of task force and with key stakeholder groups that should be included if a GHG reduction strategy is going to ultimately be successful. Potential stakeholder groups would include the School District, the College, the Port Corporation, Chamber of Commerce, and similar organizations.

Initial administrative support can be provided by the City, and would consist of administrative guidance to better understand the procedures of local government, the reporting and accountability structure of a task force. Once the task force is appointed, the initial business would be the appointment of a chair and “secretary” for recording minutes. Should the task force need some additional expertise to assist with the goal of developing a GHG reduction plan, then it will need to prepare a budget and make such a request or recommendation to Council.

COSTS & BUDGET IMPACTS:

The initial costs of supporting the task force would be the responsibility of the City as would the costs of advertising. It is anticipated that the costs of advertising would be approximately \$600 – being the cost of publishing two display ads.

CONCLUSION:

That Council consider the draft terms of reference. If Council wishes to consider some changes or amendments to the proposed mandate of the Task Force or to the proposed membership structure, then it can consider those prior to adopting the recommendation.

Reviewed by City Manager

Douglas Jay
Corporate Administrator

Gord Howie

Attachments:

- Draft Terms of Reference