



# 2017-18 Terms of Reference Community Climate Action Advisory Committee

## **Purpose**

The Community Climate Action Advisory Committee's mandate is to provide, through staff, a local perspective and advice to Council with respect to achieving the District's community-wide greenhouse gas (GHG) emission reduction targets and accompanying objectives related to Climate Action, as identified in the Official Community Plan.

## **Objectives**

Specific responsibilities of the Committee include, but are not limited to, the following:

- Provide recommendations on the implementation and updating of Summerland's Community Climate Action Plan;
- Inspire and sustain community commitment to achieving the District's community-wide GHG emissions reduction targets & climate action objectives;
- Identify and advise on ways to build local climate action awareness, and promote environmental stewardship within the community;
- Provide a forum for dialogue and information-sharing related to climate action;
- Provide a local perspective on climate action while giving due consideration to the balance between social, environmental and economic aspects;
- Review, research, analyze, and provide feedback on any other community-related climate action items as directed by Council, including strategic planning, bylaws, and policy development.

## **Work Plan**

An annual work plan will be prepared by the Sustainability / Alternative Energy Coordinator and will be presented to the Committee prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work plan may be recommended by Council, staff, or the Committee itself.

## **Membership**

The Committee will consist of: a maximum of five (5) citizen representatives (who shall serve without compensation) appointed or as otherwise directed by Council; one (1) Council member; and the Sustainability / Alternative Energy Coordinator, for a total of seven (7) members.

Committee members will have demonstrated outstanding leadership and/or commitment within the environmental community and be committed to working in a collaborative manner for the betterment of the environment in the District.

Members of the Committee will be appointed on the basis of availability, experience and expertise they can bring to the Committee, and not necessarily as representatives of particular agencies, organizations, or interest groups. Representatives will reflect the diverse range of community knowledge and expertise, and consideration will be given to include representatives with expertise in relevant areas such as climate change, the environment, and energy.

Additional 'resource persons' (District staff, representatives of key agencies, or subject experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, in an effort to assist the Committee in achieving their objectives.

### **Term**

Members shall be appointed by Council resolution to a term expiring on March 31<sup>st</sup>, 2018.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

### **Meeting Procedures**

The Sustainability / Alternative Energy Coordinator shall act as Chairperson of the committee. The Committee shall choose a Recording Secretary, and a Vice-Chairperson to preside in the absence of the Chairperson.

The committee shall meet on a regular basis, but not less than four (4) times per year. All meetings are to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee. The Community Climate Action Advisory Committee will not vote on any issues; decision-making will be achieved through consensus.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee. Minutes are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chairperson. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

### **Staff Support**

The role of the Sustainability / Alternative Energy Coordinator in supporting the Committee includes:

- Booking meeting rooms and other needed resources;
- Providing information and professional advice;
- Requesting additional staff support/attendance as needed;

- Developing and distributing agendas;
- Promoting effective committee functioning;
- Ensuring Committee recommendations are communicated to Council;
- Ensuring follow up to action items produced at committee meetings; and
- Providing orientation to the work and role of the committee to new members.

Adopted: January 23, 2017