

Community Climate Action Advisory Committee

Purpose

The Community Climate Action Advisory Committee (CCAAC) advises and makes recommendations to Council on policies, procedures and bylaws that impact the District's sustainability efforts in accordance with the scope and objectives listed below. The CCAAC acts as a liaison to maintain communication between the resident's local perspective and the District.

Scope and Objectives

The CCAAC will:

- Provide recommendations on the implementation and updating of Summerland's Community Energy & Emissions Reduction Plan and Corporate Energy and Emissions Management 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;
- assist with District-led climate action outreach and engagement activities;
- provide a forum for dialogue and information-sharing related to climate action and environmental stewardship;
- provide a local perspective on climate action while giving due consideration to the balance between social, environmental, and economic aspects; and
- 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.

In accordance with the scope and objectives, an annual work plan will be prepared by the Sustainability 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 necessary.

Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- available to attend most CCAAC meetings;
- commitment and understanding of the CCAAC's objectives and Council's strategic priorities; and

- access to a computer and email address in order to participate electronically in meetings and to receive and respond to communications and information including meeting packages.

Membership

The Committee will consist of a maximum of eight (8) members; including seven (7) voting members and one (1) non-voting member appointed, or as otherwise directed by Council, who shall serve without compensation as follows:

- seven (7) citizen representatives; and
- one (1) council member (non-voting); and one (1) council alternate (non-voting).

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 to assist the Committee in achieving their objectives.

Term

Members shall be appointed by Council resolution to a term of two (2) years. All terms will expire on March 31st; appointments made partway through a year will be in effect until the end of the term. Members may reapply to serve more than one term.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee (i.e. due to illness or other unavoidable absence).

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon providing written notice to the Corporate Officer.

Meeting procedures

Each year, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson, and a Recording Secretary to take and prepare the minutes of the meeting.

The Committee shall meet as required to achieve the scope and objectives and/or as necessary if there are matters to be considered or as referrals from Council or staff may require. The schedule of the Committee is to be determined at the first meeting of each year, in accordance with the Council Procedure Bylaw and must be submitted to the Corporate Services Department for public posting and inspection.

The Committee will recognize that each meeting requires significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope and objectives.

The Chair, in conjunction with Sustainability Coordinator , will determine the agenda items. Agendas will be prepared by the recording secretary and are to be forwarded to Committee

members as well as to the Corporate Services Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

A quorum shall be a majority of all Committee members.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary and approved by the Committee.

Minutes of meetings must be approved by the Committee and are to be forwarded by the Staff liaison to the Corporate Services Department at Municipal Hall for safekeeping and will be available for public inspection.

All Committee proceedings shall adhere to Council Procedure Bylaw, as amended.

Conflict of Interest

If a Committee member attending a meeting considers they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any reason, the member must declare this and state the general nature of why they consider this to be the case and immediately leave the meeting or part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

Staff Support

The Sustainability Coordinator will act as the staff liaison, attend meetings to provide support and in a resource capacity and will book the meeting room, assist in the preparation of agendas and minutes and forward recommendations to Council.

Authority

(Select Committee – Advisory Committee)

Section 142 (1) of the Community Charter states the “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.” (2) This Committee is a select committee appointed by Council; and (3) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description

Adopted: May 15, 2023