

**District of North Vancouver
Climate Action Advisory Committee
Terms of Reference**

The Climate Action Advisory Committee is an advisory committee of the District of North Vancouver Council to provide advice and community perspective on issues related to reducing greenhouse gas (GHG) emissions, minimizing energy consumption, advancing climate change resiliency strategies, and preserving and enhancing biodiversity and healthy ecosystems for a healthier and more sustainable community.

Committee Responsibilities

Within the scope of Council priorities, the Climate Action Advisory Committee advises council and staff on the specific responsibilities which include:

- Identify and explore innovative solutions to educate the public, build local awareness and promote climate action and environmental stewardship within the community;
- Review and provide advice on the District's policies, plans and implementation strategies related to:
 - Reducing GHG emissions;
 - Reducing energy consumption;
 - Building resiliency and adapting to climate change; and,
 - Enhancing natural areas, preserving ecosystems, and increasing biodiversity.
- Research and recommend innovative approaches and best practices to assist the District in achieving the goals and actions identified within the scope of *Impact 2050 – Community Energy & Emissions Plan* and related plans and strategies;
- Recommend specific topics for consideration by other District Advisory Committees where there may be overlapping areas of interest and where shared knowledge and expertise would be of benefit to advancing the District's climate action and related goals;
- Review and provide advice on regional, provincial and federal environmental initiatives that may have impact or influence within the District; and,
- Provide advice on climate and social equity and justice when reviewing the District's climate action related plans, policies and initiatives.

The Committee will provide an annual report to Council as outlined in the District's *Council Procedure Bylaw*.

Committee Membership and Meetings

Committee members are appointed annually by Council following recommendation by the Advisory Oversight Committee. Committee members are appointed for two-year terms, with an option to renew for an additional two year term. Members may then reapply for two, one-year subsequent terms thereafter for a total of six years.

Membership will be comprised of a maximum of nine members, seeking representation and qualification as follows:

- Committee members selected will represent the broad geographic and demographic characteristics of the municipality and will be residents of the District of North Vancouver.
- An exception to residency requirements may be made for individuals with unique qualifications and backgrounds.
- Committee members will ideally have experience and professional accreditation or expertise in one or more of the following categories:
 - Community energy and emissions reduction policy and strategies;
 - Fuel switching technologies and incentive opportunities;
 - Zero emission and active transportation;
 - Building energy efficiency and renewable energy;
 - Waste Management;
 - Water management and conservation;
 - Climate change adaptation and resilience;
 - Nature-based solutions;
 - Habitat conservation and ecological restoration;
 - Environmental non-profit work;
 - Climate and social equity and justice; and,
 - Environmental communications, outreach and education.
- The Committee will also include:
 - At least one high school or university student ideally of a relevant academic field; and,
 - Up to one community member at large.

The Council Liaison may participate in discussion but does not form quorum and is not a voting member.

The Advisory Oversight Committee may recommend the appointment of any other person not outlined above based on the consideration of a combination of skills and experience, or at the recommendation of the Committee Staff Liaison.

The Committee meets a minimum of four times per year. The Schedule for the year will be established at the first meeting of the year. Additional meetings may be called throughout the year to assist with special projects or priority topics. A quorum of 50% plus one of the Committee membership is required to conduct Committee business. The Committee will conduct meetings in accordance with the District's *Council Procedure Bylaw*.

The Chair and Vice Chair will be elected by the Committee at its first meeting each year. If both are absent from a meeting, an Acting Chair will be chosen by the members present to preside over the meeting.

Committee Management

A work plan to cover the one-year term will be prepared jointly by the Committee and the Committee Staff Liaison, through the Manager, to provide direction for achieving the Committee's mandate.

Staff support will be provided by Committee Staff Liaison or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District. There is no delegated authority to the Committee. The Committee Staff Liaison is responsible for coordinating agendas in consultation with the Chair and serves as the principal point of contact for committee members.

Dissolution of the committee is at the direction of Council at the recommendation of the Advisory Oversight Committee.

Committee members are required to conduct themselves in accordance with the District's Code of Ethics and all associated Council and corporate policies, which includes any real or perceived conflict of interest issues. The Committee Orientation Manual provides an overview of committee involvement and expectations and is provided to all committee members.