



CLIMATE ACTION COMMITTEE

TERMS OF REFERENCE

Purpose

The Village of Lions Bay Climate Action Advisory Committee's mandate is to provide a technical and local perspective and advice to Council to aid in the advancement of targets, policies and actions for reducing Greenhouse Gas Emissions, and adapting to climate change, as noted in the Official Community Plan (OCP).

Establishment and Authority

Section 142 of the *Community Charter* provides the Council with the authority to establish Select Committees.

The Village of Lions Bay Climate Action Advisory Committee (the "Committee") was appointed as a Select Committee by a resolution of Council on January 19, 2021.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council.

Composition

The Committee shall be comprised of two (2) members of Council and up to 7 members-at-large being residents or property owners of the Village of Lions Bay, as appointed by the Council.

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 of the Village. Council will appoint members such that the Committee is balanced with individuals:

- Who have technical and non-technical qualifications of experience related to all manner of sustainability such as: local food security; greenhouse gas emission reduction; climate change mitigation and adaptation; solid waste management 'zero waste' interests; understanding biodiversity and eco-systems; forestry; protection of water; shoreline protection; sea level rise; green building strategies; alternative energy; and active transportation;
- Who have demonstrated interested and previous involvement in matters related to the mandate;

- From all parts of the community and made up of a diversity of ages, neighbourhood representation, and perspectives on social, economic, health and environmental issues; and
- Who work respectfully toward consensus with people expressing different views.

All Committee members shall serve with no remuneration.

Term

Members shall be appointed by Council resolution to a term expiring October 15, 2026.

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.

Committee Role and Responsibility

Within the scope of the Official Community Plan and Council's Strategic Plan, the Committee will consider innovative approaches that would offer local options for meeting the targets, policies and actions noted in the OCP's Greenhouse Gas Emission Reduction Strategy and to provide advice to Council on these matters. In addition, it will act as a forum for information, ideas, and advice pursuant to climate change mitigation and resilience associated with expectation of impacts yet to be experienced due to climate change debt already incurred.

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

- Provide recommendations on the implementation of the community-wide GHG Emissions Reduction Strategy, outlined in the OCP and, keeping within Council's strategic principles;
- Inspire and sustain community commitment to establishing and achieving the Village's community-wide GHG emissions reduction targets and climate action objectives;
- Identify and advise on ways to build local climate action awareness, including water security and infrastructure needs arising from anticipate numbers of extreme weather events, and promote environmental and promote environmental stewardship from within the community;
- Provide forums 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 and commitments under the BC Climate Action Charter.
- Assist in Climate Action Revenue Incentive Program (CARIP) Reporting

- Research, recommend and engage with Sustainability partners outside our community

Additional 'resource persons' (Village 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.

Governance:

The Committee is a Select Committee of Council and shall comply with rules and provisions contained in these Terms of Reference, Council Procedure Bylaw, Provincial Legislation and Roberts Rules of Order. Council may provide supplemental direction from time to time.

All meetings shall be open to the public. Only in limited circumstances may a portion of a Committee meeting be closed to the public, as per the *Community Charter*.

A quorum will consist of 50% plus 1, rounded down.

The Committee will appoint a Chair and Vice Chair from amongst its members.

In the absence or unavailability of the Chair, the Vice Chair will take on the Chair's duties and responsibilities. In the absence of both, the Committee shall appoint a temporary Vice Chair from its members-at-large.

The Committee will set an annual regular meeting schedule.

Special meetings may be held outside the regular meeting schedule, at the Call of the Chair or upon the request of three Committee members through the City's Municipal Coordinator.

Committee decisions require a majority vote by the members present and can only be made within a meeting. A tie vote is not a majority. If a tie vote occurs, the motion fails.

Each member present at the time a vote is taken must vote, and if the member does not indicate how he or she votes, the member is deemed to have voted in the affirmative.

Minutes of the meeting must be recorded, and available for adoption by the Committee as soon as practical. Draft minutes may be circulated to Council members for information.

After adoption, minutes must be forwarded to the Municipal Coordinator who will include the adopted minutes on the Municipal website.

Committee recommendations should be accompanied by a report submitted to the Corporate Officer. The Corporate Officer shall determine if the report should be included on either a Council or Committee of the Whole meeting agenda. For matters considered urgent or of a minor nature, a staff report may not be required, at the discretion of the Corporate Officer.

Resources and Staff Support:

The Committee will be assigned administrative support including booking meetings, developing and distributing agendas and materials, preparing minutes and ensuring documents and materials are posted to the Village website.

At the discretion of the Chief Administrative Officer or at the direction of Council, the Committee will be provided with professional staff, communication and technical expertise support.

The Committee is not responsible for the implementation or management of any municipal functions or services.

Adopted	February 9, 2021
Amended	April 13, 2021
Amended	December 14, 2021
Amended	October 3, 2023