

**District of North Vancouver
Terms of Reference**

District of North Vancouver Climate Action Advisory Committee

Name	District of North Vancouver Climate Action Advisory Committee
Purpose	The purpose of the Climate Action Advisory Committee (the Committee) is 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.
Delegated Authority	There is no delegation of authority to the Committee.
Origin of Work	Work assignments, consistent with the purpose of the Committee, will come through the Manager – Climate Action, Natural Systems & Biodiversity or designate in consultation with the Chair of the Committee.
Membership	The Committee will be comprised of nine members appointed by Council based on recommendations from the Advisory Oversight Committee.
Appointment	
Qualification	<p>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.</p> <p>Committee members will ideally have experience and professional accreditation or expertise in one or more of the following categories:</p> <ul style="list-style-type: none">• 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 (e.g. collection/disposal, zero waste, circular economy, etc.);
- Water management and conservation;
- Climate change adaptation and resilience;
- Nature-based solutions (e.g. green technologies, building with nature, green infrastructure, natural asset management);
- 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

Recruitment and Selection

The Clerk’s Office will undertake a process of advertising for qualified persons interested in volunteering to sit on the Committee. Names of interested persons will be received and reviewed by the Manager – Climate Action, Natural Systems & Biodiversity who will recommend appointees to the Advisory Oversight Committee.

Appointment

The Advisory Oversight Committee will recommend appointments to be ratified by Council.

Term

Members will be appointed for a one year term. Members may reapply for subsequent terms, but may not serve more than five consecutive terms.

If a member misses three consecutive meetings without giving reasonable cause to the Chair in advance, they will be deemed to have resigned.

Revocation of Appointment	Council retains the ability to revoke an appointment as may be deemed necessary.
Vacancy	Any vacancy created will be filled by a new appointee for the remainder of the term of the person being replaced.
Chair	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 from the members present.
Duties	<p>The Committee mandate and duties include:</p> <ol style="list-style-type: none"> 1) Identify and explore innovative solutions to educate the public, build local awareness and promote climate action and environmental stewardship within the community; 2) Review and provide advice on the District's policies, plans and implementation strategies related to: <ul style="list-style-type: none"> ▪ Reducing GHG emissions; ▪ Reducing energy consumption; ▪ Building resiliency and adapting to climate change; and ▪ Enhancing natural areas, preserving ecosystems, and increasing biodiversity. 3) Research and recommend innovative approaches and best practises to assist the District in achieving the goals and actions identified within the scope of <i>Impact 2050 - Community Energy & Emissions Plan</i> and related plans and strategies. 4) 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. 5) Review and provide advice on regional, provincial and federal environmental initiatives that may have impact or influence within the District. 6) Provide advice on climate and social equity and justice when reviewing the District's climate action

related plans, policies, and initiatives.

Work Plan

A work plan to cover the one-year term will be prepared jointly by the Committee and the Manager – Climate Action, Natural Systems & Biodiversity. The work plan will provide focus and direction for achieving the Committee’s purpose and mandate.

Additional work plan items may arise during the course of the year as recommended by Council, staff, or the Committee itself.

Budget

The Manager, Climate Action, Natural Systems & Biodiversity will maintain a modest budget sufficient to support the Committee’s work plan.

Meeting Schedule

The Committee will meet 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. Additional meetings will be scheduled at the call of the Chair upon recommendation of the Manager – Climate Action, Natural Systems & Biodiversity.

Procedures

A quorum will be five members of the committee.

Decisions of the Committee will be determined by a simple majority of members present.

All other procedural points will be decided and determined in accordance with Robert’s Rules of Order.

Reporting

Oversight of the Committee will be provided by the Manager – Climate Action, Natural Systems and Biodiversity or designate.

The Committee will provide an update report to Council at the end of each annual term, and may otherwise be asked to report to Council throughout the term on specific topics as they arise.

Staff Support

Staff support will be provided by the Manager – Climate Action, Natural Systems & Biodiversity or designate. Professional advice will be provided by staff, consultants or guest speakers retained by the District.

Remuneration

Appointees will serve with no remuneration.

Conflict of Interest

Appointees are required to be vigilant for issues of real or perceived conflict of interest and take appropriate action. District staff (CAO, General Managers, and District Clerk) are available to discuss issues of conflict of interest with a potentially affected appointee.

Code of Ethics

Appointees will be required to sign a statement saying that they have read, understood, and will conform to the District's Code of Ethics. This will be required immediately upon appointment.

Dissolution

The committee will terminate after one year from the date that at least a quorum of members is appointed.

**Attendance at
Committee Meetings
by Members of
Council**

Subject to a maximum of three attending at any one time, any member of Council may attend any meeting of the Committee as an observer. Members of Council in attendance may take part in discussions as an additional resource to the Committee, but are not permitted to vote and may not count towards a quorum.

Approved by Council: