



THE CORPORATION OF THE CITY OF VERNON

TERMS OF REFERENCE

Committee Name: Climate Action Advisory Committee

Type: Select

Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
<i>"Akbal Mund"</i> MAYOR	January 22, 2018	ORIGINAL POLICY
<i>"Victor I. Cumming"</i> MAYOR	February 25, 2019	Change from Task Force to Advisory Committee, add one voting representative from Okanagan Indian Band
<i>"Victor I. Cumming"</i> MAYOR	March 25, 2019	Youth representative (may be up to three youth with one vote) and add one non-voting teacher position to support the Youth members
<i>"Victor I. Cumming"</i> MAYOR	December 16, 2019	Add one voting School District No. 22 Board representative
<i>"Victor I. Cumming"</i> MAYOR	December 14, 2020	Delete Utilities Services and Provider representative and add an additional Community at Large representative
<i>"Victor I. Cumming"</i> MAYOR	June 28, 2021	Changed voting members from 10 to 13. Added Member of Council or alternate, all three youth members can vote, removed 3.2 and 3.5, changed wording from Task Force to Climate Action Advisory Committee
<i>"Victor I. Cumming"</i> MAYOR	March 14, 2022	Addition of 3.1 d – with the distinction of Post-Secondary, and change of 3.1 e to Primary and Secondary, removed 3.2 c and task force wording in 4.2, with the addition of in person or virtual participation



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1.0 Mandate

The mandate of the Climate Action Advisory Committee (CAAC) is to provide recommendations to Council on policies and strategic initiatives that relate to climate change mitigation and adaptation.

2.0 Objectives

The Committee will undertake the following responsibilities and activities:

- 2.1 Review and provide recommendations for Council's consideration regarding climate change mitigation and adaptation programs, initiatives and goals with due consideration of City policies and plans.
- 2.2 Review and provide recommendations for Council's consideration regarding greenhouse gas (GHG) emission reduction targets, implementation strategies and initiatives, with potential consideration for future inclusion in the Official Community Plan or alternative strategic plans.
- 2.3 Identify and advise on ways to grow community climate action awareness.
- 2.4 Provide a forum for dialogue and information sharing related to climate action.
- 2.5 At Council's request, provide recommendations on additional matters related to climate change mitigation and adaptation.

3.0 Membership

- 3.1 The CAAC shall be comprised of up to thirteen (13) voting members appointed from the following categories:
 - a) Science, Technology and Environmental Services
 - b) Community Stewardship Representatives (especially those with interest in climate action, mitigation and adaptation)
 - c) Health and Social Services
 - d) Educators and Educational Institutions – Post Secondary
 - e) Educators and Educational Institutions – Primary and Secondary
 - f) Business and Commercial Services
 - g) Community at Large (two positions)
 - h) Okanagan Indian Band Representative
 - i) Youth (up to three youth)
 - j) School District 22 Board
 - k) Member of Council (or alternate)



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- 3.2 Non-voting members that will attend the CAAC meetings, to provide advice, information or other services include:
- a) City of Vernon Community Infrastructure and Development Division representative, or designate.
 - b) City of Vernon Operation Services Division representative, or designate.
- 3.3 As per the City's Corporate Policy "*Council – Committee Structure*", each organization represented on the Advisory Committee may designate an alternate to attend in the event that the representative is unable to do so.

4.0 Operations of the Climate Action Advisory Committee

4.1 Meeting Schedule

The CAAC will meet 4 – 6 times per year, though special meetings over and above the regular meetings may be called by the chair.

4.2 Delegations

The CAAC will allow presentations, proposals and participation by community members, delegations, subject matter experts, or qualified professionals at meetings, in person or virtually, upon approval by the chair and staff liaison.

4.3 Meeting Procedure

The CAAC shall conduct meetings in accordance with the Council Procedure Bylaw.