



# TERMS OF REFERENCE

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**Select Committee Name:** *Climate Change Action Committee*

**Established:** Council resolution July 13, 2009

**Terms of Reference adopted:** November 9, 2009

**Purpose of Committee:**

The purpose of the Climate Change Action Committee will be to recommend to the District, actions that will foster the following beliefs and values:

- To incorporate the principles of environmental sustainability into the workplace to reduce the environmental footprint and CO<sup>2</sup> emissions of the District of Sooke operations or spheres on influence;

**Members:**

The Committee will be comprised of at least one member of the District of Sooke Council and at least one District of Sooke staff member representing each department, who have an interest in working to reach the District of Sooke corporate Climate Change objectives.

**Council Representative:** Council member as appointed by Council

**Chairperson:** To be selected by the Committee

**Vice-Chairperson:** To be selected by the Committee on an as needed basis

**Term:** The term of Committee membership will commensurate with the 2012 Climate Change objective outlined in the Official Community Plan and the project is expected to take approximately one year to complete

**Staff Support:** Engineering

**Objectives:**

In the context of the purpose of the Committee, the objectives of the Climate Change Actions Committee are to:

1. Identify areas where a change or new procedure is required;

2. Research, develop and implement innovative projects to address areas identified as requiring change;
3. Deliver measurable progress and quantifiable deliverables that support the reduction in the District's environmental footprint;
4. Foster environmental sustainability through staff engagement and education;
5. Communicate and develop relationships beyond the District of Sooke for the purpose of exchanging ideas, experiences, plans and successes;
6. Develop the District's leadership with regard to the common Capital Regional District's Goal of carbon neutrality by 2010.

**Responsibilities of the Committee:**

1. The Climate Change Action Committee will represent the interests of the District of Sooke with respect to carbon neutrality objectives, and will function as a steering committee for the achieving these goals.
2. The Committee will gather data, provide local knowledge and technical expertise, identify issues, assess priorities, review progress, and provide an understanding of the various constraints and opportunities.
3. The Climate Change Action Committee is responsible for completing the following tasks:
  - Advocating the project;
  - Attending all Climate Change Action Committee meetings;
  - Assist with the greenhouse gas emissions audit/inventory;
  - Review and provide comments on Draft Corporate Climate Change Action Plan;
  - Review and provide comments on the Final Draft of the Corporate Climate Change Action Plan; and
  - Make the final presentation of the Corporate Climate Change Action Plan to Council.

**Protocol and Procedures:**

1. The Climate Change Action Committee will operate in a manner that is consistent with the District of Sooke *Council Procedure Bylaw* and amendments thereto and the *Committee Structure and Function Policy*.
2. The Climate Change Action Committee will not vote on any issues; decision-making will be achieved through consensus.

**Budget:** To be determined