

# Sustainability and Climate Action Advisory Committee

## Terms of Reference

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### Mandate

The mandate of the Sustainability and Climate Action Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council or staff.

### Purpose

The purpose of the Sustainability and Climate Action Advisory Committee is to:

- Advise Saanich Council and staff on matters related to climate change, green technology, renewable energy, energy efficiency, food security, consumption and waste, land use planning as it relates to achieving sustainability goals and climate targets and environmental sustainability.
- Provide a community perspective on services, programs, events and capital projects related to climate change, green technology, renewable energy, energy efficiency, food security, consumption and waste land use planning as it relates to achieving sustainability goals and climate targets and environmental sustainability.
- Foster public awareness, recognition and support for environmental sustainability, climate resiliency, food security and optimizing the use of the urban land base according to sustainability principles while recognizing the urban containment boundary role in preserving Saanich's rural character.
- Review and provide feedback on the implementation and periodic update of the Climate Plan: 100% Renewable and Resilient Saanich.
- Promote effective communication, engagement and collaboration between the Municipality and its citizens.
- Review and provide feedback on the Strategic Plan related to the above-noted functions.

### Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

### Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of nine (9) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- A member of Council to serve as Chair, appointed by the Mayor; and
- Eight (8) community representatives appointed by the Council including, where possible, one youth voting member described as 16-24 years of age; and
- Where possible, at least one (1) member who is an Indigenous person.

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Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

### **Staff Support**

The Sustainability Section is the primary contact and together with the Parks, Recreation and Community Services Department will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division. Staff from other Departments/Divisions will provide support to the Committee as required.