

**REGIONAL DISTRICT OF NANAIMO**

**CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE**

January 2020

**PURPOSE**

The Climate Action Technical Advisory Committee is a technical advisory committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the RDN Board on specific issues emerging or foreseen as having potential local impacts of global climate change.

**TERM**

The Committee shall function from January 1, 2020 to December 31, 2021.

**MEMBERSHIP**

The RDN Board shall appoint three members of the RDN Board to the Committee.

The Committee is comprised of seven technical experts from a variety of professional areas:

- Agriculture
- Climate/meteorological science
- Coastal/geomorphological process
- Construction or urban development
- Floodplain mitigation
- Forestry or forest management
- Asset (infrastructure) management
- Sustainable/renewable utilities, including energy
- Transportation planning, including vehicle fleet management
- Waste management, and
- Watershed management.

To qualify for an appointment, each appointee

- should be currently employed or recently retired (within the last two years) from the given professional area, with five or more years of experience in that area, and
- cannot currently be elected to public office at any level.

The RDN Board may fill vacancies as they arise.

Where a Committee member is absent from more than three meetings in a calendar year, the RDN Board may opt to declare the position vacant and appoint a new person to the position.

The Committee Chairperson will be appointed annually by the RDN Board Chairperson and shall be an RDN Board Director.

Where a specific subject area is under discussion from a field without representation on the Committee, the Committee may invite participation from an identified expert in the given subject area.

## **MEETINGS**

The Committee will meet at the request of the RDN Board in response to a specific question or direction from the RDN Board.

A quorum of two-thirds of the Committee membership is required to conduct Committee business.

The General Manager of Strategic and Community Development will be responsible for assigning staff to support the Committee, including the coordination of agendas, minutes, and staff contacts for Committee members.

Committee meetings will be open to the public unless the subject matter of the meeting has been identified by the RDN Board as necessitating a closed session.

Committee meetings may be held electronically.

## **COMMITTEE ROLES AND RESPONSIBILITIES**

The Climate Action Technical Advisory Committee's mandate is to discuss and respond to questions and directions from the RDN Board. Those questions and directions will seek advice about specific immediate, mid-term, and long-term actions that the RDN can take to mitigate the RDN's vulnerability to the impacts of climate change and to adapt to emerging and projected environmental changes. Advice given by the Committee should be of an actionable nature and should be focused on the question or direction provided by the RDN Board.

As an advisory committee, the Climate Action Technical Advisory Committee will have no voting structure and should seek to reach agreement by consensus where possible. Written responses to RDN Board questions and directions may be authored by a given subject area expert on the Committee or by the Committee Chair, as may be deemed appropriate by the Committee.

While the Committee meetings will generally be open to the public, the Committee is to complete its work independently and as an internal body of the RDN.

## **RECRUITMENT AND COMPENSATION**

Whenever vacancies may arise or when positions on the Committee may soon be in need of reappointment, the Corporate Officer shall advertise the vacancy in the same manner as Committee appointments to other RDN Committees.

Committee member recruitment should be designed to solicit applications from professionals in the private, public, and non-profit sectors to help foster diverse representation on the Committee.

In recognition of the time and work invested by Committee members, compensation will be provided by the RDN, as follows:

- Each Committee member will be paid a \$1,000 retainer for each year of service on the Committee; and

- Each Committee member will be paid \$200 per Committee meeting per year, not to exceed eight Committee meetings in any given calendar year; and

The retainers paid are to compensate for work done outside of Committee meetings, such as authoring responses to RDN Board questions and directions, and, in the case of the Chair, coordinating the work of the Committee with staff and appointees.

The RDN Directors appointed to the Committee shall be compensated in the same manner as Directors are compensated for other RDN Committees.