



# City of Port Moody

## Council Committee Terms of Reference

Date: November 6, 2016

File No. 01-0360-01/2017

Type: Select

Committee Name: Climate Action Committee

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## Approvals/Reviews/Amendments

**Approval Date: November 14, 2017**

**Revision Approved: June 26, 2018**

### 1. Committee Purpose

To provide Council with advice and recommendations on ways in which the City of Port Moody can achieve carbon neutrality in corporate operations and community energy and emission programs for residents and businesses, specifically through the reduction of Greenhouse Gas (GHG) emissions as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

### 2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- Existing or proposed bylaws and policies related to energy efficiency, carbon neutrality, and the reduction of GHG emissions;
- Existing or proposed initiatives, pilot projects, and activities the City could participate in to promote energy efficiency, the reduction of GHG emissions, and achieve carbon neutrality;
- Mitigation and adaptation to climate change;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by Council.

## Council Committee Terms of Reference

### Climate Action Committee

## 3. Membership

3.1 In addition to the two (2) Council representatives from the Environmental Protection Committee serving as Chair and Vice-Chair, the Committee will comprise the following:

- Eight (8) members from the community at large.

3.2 Members shall be appointed for a term of (2) years, and may be reappointed for up to two (2) consecutive two-year terms. Appointments for community representatives shall be staggered such that half (1/2) of community representatives are appointed each year:

#### 2018

- Four (4) community representatives appointed for one-year terms; and
- Four (4) community representatives appointed for two-year terms.

#### 2019 and subsequent years

- Four (4) community representatives appointed for two-year terms.

3.3 Appointments will be made in accordance with the Council Committee System Policy.

## 4. Operations of the Committee

4.1 Meeting Schedule

The Committee will, at their organizational meeting each year, determine their meeting dates, time, and location, and will meet as required, or at the call of the Chair.

4.2 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Council Committee System Policy.

4.3 Committee Member Liaisons

At the September meeting of each year, the Committee shall assign members as liaisons to other civic committees as deemed appropriate by the Committee. Liaisons will attend the assign committees' regular meetings