

## REGIONAL DISTRICT OF NANAIMO

### CLIMATE ACTION TECHNICAL ADVISORY COMMITTEE TERMS OF REFERENCE

February 13, 2024

#### PURPOSE

The Climate Action Technical Advisory Committee (CATAC) 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 commencing 1 January 2023 to December 31, 2028.

#### MEMBERSHIP

The RDN Board shall appoint at least one and up to three members of the RDN Board to the Committee.

The Committee is comprised of seven technical experts, including representation from early career professionals, and from a variety of professional areas listed below:

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

At least one of the technical experts should be an early career professional.

To qualify for an appointment, an early career appointee

- should be currently employed with two or more years of experience in the given professional area but not more than five (5) years of experience
- cannot currently be elected to public office at any level.

To qualify for an appointment, each mid or late career 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 one meeting 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.

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 least one time per year, with provision for workshops or other presentations at the CATAC's discretion.

Following the RDN's Board Procedure Bylaw, the presence of the majority of Committee membership is required for quorum and to conduct Committee business.

The General Manager of Planning and 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. The Committee will also receive annual reports on implementation of CATAC recommendations and provide advice on implementation improvements and modifications where warranted. The Committee will also support the three year review cycle of top priority recommendations. 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.

Considerations for providing responses or recommendations to the Board should focus on actions that:

- Build upon previous CATAC work and recommendations
- Have the lowest ratio of cost to Greenhouse Gas emissions reductions using a benefit/cost or return on investment methodology
- Can be undertaken by the RDN and its members within existing legislative authority
- Provide co-benefits in other local government functions

- Are equitable across the socio-economic income spectrum

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**

Four appointments will be 3 year terms and three appointments will be for 2 year terms. 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.

There is no remuneration for participation on the committee but the RDN will reimburse mileage expenses according to Volunteer Mileage Reimbursement Policy A2.19. Meals will be provided for in-person meetings that coincide with meal times.