

**Terms of Reference**

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## 1. Authority

Resolution of Council: Climate Panel Annual Report (UCS2021-0842)  
Establishment of a Climate Advisory Committee (CD2022-0361)

## 2. Mandate

The Climate Advisory Committee provides Council and Administration with strategic advice and recommendations on policies and strategic initiatives that relate to climate change mitigation and adaptation.

## 3. Specific Responsibilities

The Climate Advisory Committee's responsibilities include:

- Advise Council on the following matters:
  - Policies, strategic and implementation initiatives that relate to climate change mitigation and adaptation in Calgary.
  - Financial, social and environmental implications of climate change and advise on climate consideration in municipal decision-making.
  - Ways to increase climate action awareness in the community
- Ensure climate equity is considered in the development of climate actions, policies and strategies.
- Enhance Council's leadership, awareness, communication, engagement and advocacy in the development and implementation of Calgary's Climate Strategy and Action Plans, policy, regulation and procedures.
- Act as a strategic guide for distribution of research findings, best practices and general information exchange on climate mitigation and adaptation.
- Collaborate with researchers and institutions to advance climate innovation for Calgary.
- Connect initiatives to funding and financing opportunities by building a robust network of funding partners and searching out new opportunities.
- Review and recommend climate action indicators and interim targets set by The City of Calgary.

## 4. Reports To

The Climate Advisory Committee will report to Council through the Community Development Committee (CDC) and will provide an annual progress report. Additional reporting may occur as matters arise.

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### 5. Measurable Objectives

In order to monitor progress of the Climate Strategy and Action Plans, the Climate Advisory Committee will work with Administration to prioritize short, medium and long-term climate initiatives and establish measurable outcomes and accountability for implemented actions.

### 6. Composition

The Climate Advisory Committee is comprised of a maximum of 15 public members and no less than nine members. Members will be appointed by resolution of Council at the annual Organizational Meeting of Council and one administrative non-voting member from Planning and Development Services Climate Team. Public members must be Calgary residents and shall not be City staff.

Public members must have knowledge and expertise in one or more of the following technical areas (with a climate change focus):

- Sustainable Building Design (ie. Net Zero building experience)
- Land Development and Low Impact Development
- Low carbon transportation
- Renewable energy and clean fuels
- Climate education, engagement, communications
- Climate equity and community development
- Environmental Health / Community Health as impacted by climate change
- Indigenous world view
- Climate science / Climatology
- Climate Adaptation and/or Mitigation practice or research
- ESG reporting and/or Investment (Environmental, Social, Governance considerations)
- Climate / environmental law
- Low carbon / environmental economics
- Climate policy
- Consumption and Waste
- Human health and wellness as impacted by climate change
- Natural Infrastructure
- Climate resilient built infrastructure

### 7. Resources

City Administration representatives from the Climate Team will act as a resource to the Climate Advisory Committee.

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## 8. Subcommittees

The Climate Advisory Committee may establish subcommittees to undertake specific time-limited tasks as necessary. Subcommittees shall establish a Terms of Reference and measurable outcomes.

## 9. Term

All terms are two years.

Council may appoint some public members for one-year terms in order to stagger term expiries.

A public member may serve a maximum of six consecutive years.

Despite the above, a public member may serve until their successor is appointed. The service of a member beyond the appointed term shall not count towards the limit on the length of service set out above if the additional service is one year or less.

When an appointment is made to fill a public member vacancy:

- If the balance of the term to be served is one year or less, that service shall not count towards the limit on the length of service; and
- If the balance of the term to be served is more than one year, that service shall count towards the limit on the length of service.

A public member may serve more than six consecutive years by a two-thirds vote of Council.

The current membership of the Calgary Climate Panel shall be carried forward for the initial creation of the Climate Advisory Committee until the first year of membership recruitment. Previous service on the Climate Panel shall not count towards the limit on the length of service on the Climate Advisory Committee.

## 10. Quorum

Quorum is greater than 50% of all members.

## 11. Chair

The Chair and Vice Chair are nominated and elected by the Climate Advisory Committee and may serve up to two consecutive terms. The Vice Chair will take the place of the Chair after the Chair's terms have been completed.

The current co-chair of the Climate Panel (public member) will be carried over to become the Chair of the Climate Advisory Committee for the first year of its creation. Once the full membership of the Climate Advisory Committee has been recruited, the Chair and Vice Chair will be nominated and elected. Previous service as co-chair of the

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Climate Panel shall not count towards the limit on the length of service as Chair or Vice Chair of the Climate Advisory Committee.

## 12. Meetings

Meetings are open to the public. However, the Climate Advisory Committee, by majority vote, will decide when it is appropriate to meet in a Closed Meeting and shall give reasons for doing so in accordance with the *Freedom of Information and Protection of Privacy Act* (Alberta). The confidentiality of Closed Meetings will comply with the applicable provisions of the *Municipal Government Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta).

The Climate Advisory Committee meets monthly, or as determined appropriate by the Climate Advisory Committee to meet a given timeline for an initiative.

A meeting may be called or cancelled at the call of the Chair or Vice Chair and notice provided via email.

## 13. Procedures

Minutes will be prepared by City Administration staff and will be published externally on The City of Calgary's Climate Program website.

If there is disagreement with a recommendation or direction emerging from the discussions, members have the opportunity to have their perspective noted in the meeting notes at the time of the discussion to enable fully transparency of decisions and support.

The Climate Advisory Committee will follow the Procedure Bylaw and may establish its own policies and procedures. The Climate Advisory Committee must pass a resolution to establish policies and procedures, and the resolution must be documented in minutes.

## 14. Code of Conduct

Citizen members of the Climate Advisory Committee must abide by the *Code of Conduct for Citizen Members Appointed to Council Established Boards, Commissions and Committees* (CC045).