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	

Approvals/Reviews/Amendments

Approval Date: November 14, 2017
Revision Approved: ~~June 26, 2018~~
~~February 21, 2023~~
~~December 12, 2023~~
September 9, 2025

1. Committee Purpose

To provide Council with advice and recommendations ways in which the City 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 pertaining to the workplan provided and approved by Council.

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be comprised of the following:

- two (2) Council representatives serving as Chair and Vice-Chair;
- one (1) Youth Seat member; and
- up to ten (10) members-at-large;

for a total of no more than 13 members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the Committee.

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the Committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The Committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the Committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.