

CLIMATE ACTION TASK FORCE:

Preamble:

Climate change is occurring, including due to greenhouse gas emissions from the use of fossil fuel to heat buildings, fuel transportation, as a byproduct of waste and land uses such as agriculture. Planning plays a key role in both its reduction and in the introduction of adaptation measures to address climate impacts already underway.

While climate change has been around as an issue for many years and most planners are aware of it, many struggle to put solutions into action in their work for a variety of reasons.

The need for a task force on this issue has been identified by PIBC Council and is included in the current PIBC 2015-2017 Strategic Plan. In July 2016, PIBC Council resolved to:

“champion action on climate policy, help members understand how to take climate change into account in their planning activities and collaborate with and advocate for progressive policy solutions by senior levels of government”.

Terms of Reference:

- 1.0 Mandate & Responsibility: The Climate Action Task Force shall be responsible for – under the direction of the PIBC Council - overseeing and implementing the Institute’s strategic goals related to championing action on climate policy and helping members understand how to take climate change into account in their work, on behalf of the planning profession in British Columbia in accordance with the Council’s 2015-17 Strategic Plan, including but not limited to:
 - a) Completing an initial review and confirmation of the scope of tasks and timeline outlined to achieve the climate action mandate and advise PIBC Council of any changes;
 - b) Securing or hiring an appropriate expert student, PIBC member or consultant to assist the Task Force with its mandate & responsibilities;
 - c) Undertaking necessary research, information gathering, consultation and other work as necessary to create a brief literature review and summary of best practices;
 - d) Consulting and communicating with Institute members and others including conducting a survey to determine the status of policy work on the topic in BC/Yukon context and identify members desire for CPL education on the topic;
 - e) Undertaking – subject to direction from Council & the membership – an appraisal of BC’s Climate Leadership Plan, Stretch Code and Carbon Tax for purpose of identifying key gaps and opportunities;

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- f) Developing and drafting a position paper or call to action for Council's consideration which may be sent to the Province prior to the Spring election; and
 - g) Other responsibilities, activities or projects as the PIBC Council may designate from time to time.
- 2.0 Composition: The Professional Climate Action Task Force shall be composed of the following members (all of whom shall be voting members unless otherwise stated), and who shall be selected or appointed for their particular relevant expertise, knowledge, skills or abilities related to the above mandate & responsibilities:
- a) At least one (1) elected Member of the PIBC Council, who shall act as the Chair of the Task Force;
 - b) Up to three (3) Full, Fellow, or Retired Members in good standing of the Institute At least one (1) Candidate member in good standing of the Institute;
 - c) One (1) representative from the CIP subcommittee on Climate Change;
 - d) At least one (1) student working in the field of climate change and adaptation;
 - e) One (1) designated member of the Institute's staff (non-voting); and
 - f) One (1) external consultant selected by the Task Force (non-voting; if required)
- 3.0 Appointment and Term: The Task Force, and the members of the Task Force shall be appointed to the Task Force by the PIBC Council, and shall serve at the Council's discretion for a term commencing upon appointment and normally ending upon any one of the following:
- a) the expiry of each regular two year term of PIBC Council;
 - b) the written resignation of the member from the Task Force; or
 - c) the cessation of the members' membership in good standing in the Institute;
 - d) the revocation of the members' appointment to the Task Force by the PIBC Council;
 - e) the determination, by resolution of the PIBC Council, that the task for which the Task Force was established is concluded; or
 - f) the death of the member.
- 4.0 Responsibilities of the Chair: The Chair of the Climate Action Task Force shall be responsible for the overall coordination and oversight of the Task Force's activities and responsibilities including but not limited to:
- a) Scheduling and calling all meetings of the Task Force;
 - b) Chairing and presiding over all meetings of the Task Force;

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- c) Coordinating and monitoring the work of the Task Force on an ongoing basis, ensuring the effective, efficient implementation of Task Force activities;
 - d) Coordinating and monitoring the work of any contractors, consultants or other external individuals or organizations engaged to assist the Task Force in its activities;
 - e) Reporting to, and taking direction from the PIBC Council on the activities of the Task Force.
- 5.0 Task Force Meetings: The Task Force shall normally meet, at the call of the Chair, as required to effectively and efficiently implement the activities of Task Force and meet the mandate and responsibilities of the Task Force. The Task Force may meet by telephone teleconference at the discretion of the Chair.
- 6.0 Delegation of Responsibilities: The Task Force may, at its discretion, establish sub-committees, working groups, or other sub-units comprised of members of the Task Force to undertake specific tasks, projects, or activities related to the mandate and responsibilities of the Task Force from time to time.
- 7.0 Rules and Proceedings: The Committee shall conduct its meetings, under the direction of the Chair, in accordance with normal rules of order. The Task Force Chair or Institute staff shall normally maintain and produce written records of all Task Force meetings within thirty (30) days of each meeting. Upon their review and approval by the Task Force at a subsequent meeting, these shall constitute the official records of the Task Force.