

# Climate Resiliency Plan (CRP) Steering Committee Terms of Reference CRP-SC

---

## **Purpose:**

The purpose of the Climate Resiliency Plan Steering Committee (CRP-SC) is to convene a team of community champions and sector experts to provide staff with guidance and strategic direction on the development of the CRP and to support and influence its implementation within the community. The CRP-SC will also support and assist Council to ensure that the CRP document is reflective of and connected to the public input received as part of the engagement process.

## **Mandate:**

The nature and scope of the identified initiatives and solutions will require action that extends well-beyond government and include business owners, homeowners, and community leaders. The CRP-SC will provide strategic guidance by:

- a) Ensuring that the CRP is aligned with the City's overall strategic goals and activities;
- b) Encouraging integrated organizational, stakeholder and community-wide collaboration and cooperation to deliver the CRP;
- c) Grounding outcomes of technical evaluations of Hazard, Risk and Vulnerability Assessment (HRVA) and mitigation and adaptation measures in local Environmental, Social, and Economic realities; and
- d) Recommending actions to growing the capacity of the community to implement the CRP.

The CRP-SC will act as intermediary between Engineering Department staff and the engagement consultants, to both continuously evaluate the effectiveness of the engagement process and to determine if outputs (draft policy) are connected to inputs (public comments).

The CRP-SC will work with City staff and the consultant as part of the CRP development process, including:

- Participating in an HRVA workshop to bring a lens from various industries and community groups as well as local context on vulnerable populations, assets or species
- Truth-testing the outcome of the HRVA
- Participate in identifying actions from a local context that could help achieve the mitigation or adaptation to risks identified in the HRVA;
- Truth testing and identifying improvements to final list of actions that may enhance success of implementation.

The CRP-SC is not formulated as a “content creation” committee directing the preparation of the CRP or otherwise being involved in the technical analysis portions of the plan. The CRP-SC is intended to guide the content of the CRP to be more aligned with local realities of various industries and populations increasing the chances of creating buy-in and successful implementation of the plan.

## **Meetings:**

The CRP-SC will meet as is necessary. A schedule of meetings will be established by the consultant and will include approximately four (4) workshops. Communications and feedback may

also be solicited via email or review of draft documents. More meetings may be scheduled as required.

### Procedures:

The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Minutes will be kept and shared with Council as they are produced. Minutes will not identify individuals but will record discussions among the group generally.

The CRP-SC will be chaired by the Consultant.

### Membership:

CRP-SC members will be appointed by Council. To the extent possible, the CRP-SC will have a diverse membership with respect to gender, age and socio-economic and cultural background, and will consist of **twenty-two (22)** members with industry expertise or demonstrated interest in Climate Resiliency.

Membership:

- One (1) member of Columbia Shuswap Invasive Species
- One (1) member from Interior Health
- One (1) member from Shuswap Climate Action
- One (1) member from the Environmental Advisory Committee
- One (1) member from the Agricultural Advisory Committee and/or a member representing the agricultural sector
- One (1) member from the Shuswap Food Action Society
- One (1) member from the Forestry Sector
- One (1) member from the Salmon Arm Bay Nature Enhancement Society
- One (1) member from the Shuswap Naturalists
- One (1) member from SCIP – Shuswap Construction Industry Professionals or Realtor
- One (1) member from Shuswap Trail Alliance or AT Committee
- One (1) member from the Columbia Shuswap Regional District, Environmental Team
- One (1) member from the Chamber of Commerce
- One (1) member from SA Economic Development Society
- One (1) member from Ministry of Transportation and Transit
- One (1) member from Shuswap Recreation Society
- One (1) member from Social Impact Advisory Committee
- One (1) member from Downtown Salmon Arm
- One (1) member from Shuswap District Arts Council
- Three (3) Citizens-At-Large; including one youth representative and one senior representative

The identified organizations or community sectors will be notified by staff and asked to nominate a representative and submit written requests from their membership proposing the appointment. They will also identify an alternate who will attend in the absence of the appointed member.

There will be a public call for Citizens-At-Large members. Council will appoint Citizen-At-Large members after reviewing the submitted applications. Citizen-At-Large members will be recruited on the basis of the member's interest in overall climate resiliency and seek to have a youth member and senior member amongst the three appointees.

Members will serve for the duration of the CRP review project. If a member from an organization or community sector resigns, then the alternate shall join the CRP-SC, or the organization may nominate a new representative. Citizen-At –Large members may be replaced by Council using

the methods for initial recruitment. The decision to replace a member will consider the time remaining in the CRP creation project.

Council may remove a member of the CRP-SC and reappoint accordingly. Grounds for removal include behaviour that is not consistent with the Committee Code of Conduct Policy.

**Quorum:**

Quorum will be constituted by twelve (12) or more members of the CRP-SC.

**Decision Making:**

The CRP-SC is unlikely to have to make any decisions as their main roll is to provide advice and expertise for consideration in improving the content of the CRP. However, should decisions be required at any time, the following will be the process:

The CRP-SC will undertake the majority of its decision making by seeking to achieve consensus, where almost all elements of the decision are unanimously agreed to, but there may be less important elements that are not.

When consensus is not possible, the CRP-SC will seek agreement amongst the group, where most of the elements of the decision are acceptable, when other less important elements may not be acceptable.

When agreement is not possible, then the CRP-SC may use majority voting of members to reach a decision.

Decisions of the group will be made as a group, and will not be assigned or credited to any individual on the CRP-SC. At any point, a member of the group may ask that their dissenting opinion to any decision be recorded, and it will be duly recorded.

**Staff Support:**

The Engineering and Planning Department will provide the required professional, secretarial and administrative support. Other City staff will attend as is necessary.

The CRP-SC chairperson or the CRP Project Manager may request the attendance of subject matter experts or other members of the public that are not members of the CRP-SC to attend to provide information to the Committee.

Neither staff or members of the public attending an CRP-SC will have a vote in any decision made by the CRP-SC. Members of the public attending may address the CRP-SC only with the approval of the CRP-SC chairperson, upon request.

**Review of Terms of Reference:**

Council will review these Terms of Reference as is necessary.