

# Terms of Reference

## WCCSC Climate Change Committee

**Members:** Leslie Gomm (lead), Jan Downing, Sue Johnson, Jean-Paul Molgat

**Goals:** To develop recommendations, in the form of a climate change plan, for approval by the Board of Directors, to support the club manager and operations manager in achieving the following:

- climate change **mitigation** actions (how to assess reduce the club's current contribution to climate change)
- climate change **adaptation** actions (how to assess and respond to risks to the club's activities presented by climate change)

### Process:

- Due to the complex nature of the project, the Committee will first determine the scope of work needed to develop a climate change plan, then, based on the scope of work, will seek external help to develop the plan. Where possible, members of the committee will provide input into the development of the plan.
- The committee will develop a scope of work by mid-April 2022 for the Board's review and approval. This scope of work will then be used as a basis for a Request for Proposals to hire the appropriate consultant(s) to carry out the work.
- **The committee will receive proposals from consultants and recommend a proposal for approval by the Board, including the proposed allocation of financial resources to pay for the work.**
- The committee will provide the Board with a copy of the draft climate change plan for review. Comments will be provided back to the consultant(s) for incorporation into the final version of the plan.
- The committee will prepare a summary report based on the consultant(s) work by November 2022 for the Board's review and approval. The report should include advice about communication to members and a communications plan.
- The committee expects that a final climate change plan will be completed and ready for the board's approval by the end of 2022.
- The committee may, with the board's approval, undertake specific actions in direct support and under the direction of the club manager and operations manager.

### Deliverables

- Scope of work and expected budget

- Climate change plan

### **Scope/Jurisdiction**

- The committee may undertake research, contact outside organizations or resources, meet with club managers and other staff to seek their views, recruit new committee members or advisors, prepare written recommendations for the board, seek expressions of interest from service providers and seek proposals for contractual services.
- The committee may not assign tasks or direct managers or staff, make commitments in respect of contracts for goods or services or communicate publicly about its activities and recommendations without the Board's prior approval.

### **Guidance from the Board / Lead Group**

- Guidance so far is as listed in the Goals section above.

### **Resources and Budget**

- The development of a Climate Change Plan for the WCCSC is a big undertaking and is well outside the ability of a volunteer Board and its very busy operational staff. External consulting resources will be required to develop the plan on behalf of the committee.
- No financial resources have been assigned to the committee for the development of the scope of work.
- During the development of the scope of work, the committee expects to meet with staff at the beginning to receive input on the desired objectives of the work and desired level of involvement with the consultants. Input will then be sought from staff once a first draft of the scope of work has been developed.
- Once the Requests for Proposals have been submitted and a successful consultant(s) have been received, the committee will seek approval from the Board for a defined amount of money, based on the accepted proposal(s).
- During the development of the climate change plan, the committee will update the Board at monthly Board meetings. Staff involvement will vary, depending on the phase of plan development.
- Throughout the development of the scope of work and climate change plan, the Committee will liaise with the staff as required.

## **Governance**

- To the extent possible, the committee will operate by consensus. If consensus cannot be reached, the committee will make decisions by simple majority vote. In the event of a tie vote, the matter will be referred to the Board for decision.
- All members of the committee have an equal voice. The committee lead's role is to call and chair meetings, ensure the committee's work is proceeding in a timely manner and serve as the main liaison with the Board.

## **Additional Notes**

- The committee will meet in person or by phone or Zoom. E-mail will be used to coordinate meetings and share information. Substantive discussion leading to decisions should occur only at meetings.
- The committee will store all information in a separate folder on the WCCSC's Google Drive.
- The Committee will report back to the Board at monthly meetings. This can be done orally or in writing. The Committee's final report will be made in writing.
- The Committee will meet at least monthly and will endeavour to provide a final report including a climate change plan to the Board for approval by the end of 2022.