

November 17, 2016

## Climate Change Action Plan Committee

### -Terms of Reference-

The Climate Change Action Plan Committee will provide feedback, support and advice to the university leaders and members of the university community in regard to the development and implementation of climate change action initiatives at both the Fredericton and Saint John campuses at the University of New Brunswick. This document sets the terms of reference for this committee.

#### 1. Committee Name

Climate Change Action Plan Committee, herein after referred as the CCAPC.

#### 2. Status

The CCAPC is an advisory committee that will report to the VP of Finance.

#### 3. Membership

- One Administrative Academic Representative.
- One Student Life Representative
- One Financial Service Representative
- One Risk Management Representative
- One President's Office Representative
- One Facilities Management Representative
- Three Sustainability Program Representatives
- SU and SRC Presidents, or Representation
- Two Graduate Student Representative
- One Green Society Representative
- Five Faculty members
- Six Community Representatives
- One First Nations Representative
- One Adult Learners and Part-time Students Representative



This committee will be co-chaired by one representative from each campus. The terms of the co-chairs will be three years. Co-chairs will be selected from the CCAPC.

Members are expected to be climate change action champions. Representatives are chosen based on climate change and institutional knowledge. Members are invited by the co-chairs for 3 year renewable terms.

#### **4. Mandate**

The CCAPC's mandate is to provide feedback, support and advise on development of the University of New Brunswick's Climate Change Action Plan including: defining institutional goals, targets, timelines, metrics and reporting related to the plan.

#### **5. Roles and Responsibilities of Advisory Committee Members**

- Attend scheduled meetings, 1 meeting a month and provide input, support and dialogue on selected topics, E.g. energy efficiency and community engagement.
- Provide the perspective of their department and or organization priorities and gaps in addressing climate change at the University of New Brunswick.
- If engaged in education and outreach on climate change, periodically update the committee with their activities, tools and resources.
- Communicate and network with the campus and outside community about services and activities regarding Climate Change Action at the University of New Brunswick.
- Create self-governing working groups, herein referred to as Task Forces, as needed.
- Ensure that Task Force recommendations and decisions are appropriate and, if approved, are integrated and carried out.
- Help to guide UNB Sustainability through climate change related decisions.
- Adjudicate conflict of interest issues.
- Be involved in the evaluation process and provide feedback and suggestions for the continued progress of the development of the Climate Change Action Plan at the University of New Brunswick.

## **6. Timetable for meetings**

- The committee is to meet once a month.
- A meeting will be limited to a maximum of two hours duration unless the committee resolves to extend the meeting to a particular time or the completion of business.
- Additional meetings may be called by the chair of the committee in consultation with a member of UNB Sustainability (Climate Change Officer).
- The location, date, and starting time for meetings will be advised on the agenda.
- Notice of all meetings shall be given by a member of UNB Sustainability (Climate Change Officer).
- The notice of meeting and minutes and any relevant documentation shall be provided to members at least 5 working days prior to meeting.

## **8. Meeting Practices and Procedures**

This Terms of Reference shall be revised at least annually, normally at the first meeting of each calendar year.

Any amendments to the terms of references shall be made by committee consensus.

Each meeting shall be properly recorded by the taking of minutes.

Quorum will only be exerted in instances when a vote is required due to lack of consensus.

The quorum for each meeting will be one half plus one of the number of members invited by the chairs of the CCAPC to be on the committee; one of whom shall be either of the co-chairs or his/her designate.

In the event of a tied vote, the co-chairs can exercise a mutually agreed upon vote. If co-chairs do not mutually agree, the issue will be brought to the VP of Administration and Finance for decision.

