

## **ClimateWest Advisory Committee Terms of Reference**

### **August 1, 2023**

#### **Background**

ClimateWest incorporated in 2021 as a non-profit organization. The ClimateWest Board of Directors includes representatives from the governments of Canada, Alberta, Saskatchewan and Manitoba.

ClimateWest's vision is that:

*Communities, businesses, non-profits and governments across Alberta, Saskatchewan, and Manitoba are equipped to thrive in the face of a changing climate due to decisions informed by the best science, expertise and training tailored to meet their needs.*

The organizational mandate is to deliver credible, useful and timely climate information, data, tools and training tailored to meet the demand for climate services across the three Provinces in support of adaptation to climate change.

ClimateWest has a Secretariat of three staff who maintain key functions such as providing a Help Desk service, fostering connections within a growing network, hosting webinars and Forums, and producing knowledge products.

#### **Purpose**

The Board of Directors is seeking the support of an Advisory Committee to identify and provide advice on adaptation needs in Alberta, Saskatchewan and Manitoba. Further, the Committee will provide insight on how ClimateWest actions can advance its vision and mandate of securing sustainable communities, healthy environments and vibrant economies in the region.

#### **Governance**

The Advisory Committee reports to the ClimateWest Board of Directors. Committee presentations and reports will be provided to the Board at the earliest opportunity.

The Board of Directors will appoint a chair for the Committee. The Committee will recommend a Vice-Chair to the Board at their earliest opportunity.

The Secretariat will assist in setting meeting agendas and meeting facilitation. The Secretariat will take minutes and will be responsible for circulating all meeting materials.

## **Objectives**

- Identify perspectives that deepen the understanding of a changed climate, climate hazards and the actions required to promote preparedness, safety and a sustainable economy.
- Address topics identified and assigned by the Board.
- Identify opportunities that promote the activities and skills of ClimateWest.
- Grow a community of interest around climate adaptation work in Alberta, Saskatchewan and Manitoba.
- Advance the long-term financial and operational sustainability of ClimateWest.

## **Members will:**

- Provide their regional, sector and/or organizational perspective on issues.
- Identify emerging issues related to a changing climate in the three provinces.
- Be available to attend regular meetings of the Advisory Committee. A member after three consecutive absences without approved cause will be removed from the committee.
- Be available to communicate electronically and to respond to queries.
- Be prepared by reviewing Advisory Committee materials.
- Attend ClimateWest events where possible and appropriate.

## **Conflict of Interest**

Advisory Committee members have an ethical obligation to avoid a real, potential or perceived conflict of interest.

- Advisors conduct will be ethical, courteous, fair and professional.
- Advisors and their organizations will not profit from activities of ClimateWest.
- In the event of conflict of interest, the Advisor must declare the existence of the conflict as soon as possible and they shall refrain from partaking in discussion.

## **Membership**

1. The Advisory Council will be comprised of 7 to 11 members, considering:
  - a. Regional representation (three provinces)
  - b. Indigenous representation
  - c. Municipal representation
  - d. Youth representation
  - e. Gender diversity
  - f. Economic sector diversity
    - i. Agriculture, natural resource extraction, energy, water management, green or circular economy, infrastructure, and others
  - g. Health and Environmental Non-Government organizations
2. Members will represent multiple fields of knowledge, a constituency or an organization.
3. The Board of Directors will approve Advisory Committee membership at the end of each term.

4. The Board of Directors may, on a temporary basis, approve alternates as arranged by the member.

#### **Term**

- Advisory Committee members will serve two-year terms to a maximum of two terms (4 years).
- Member terms will be staggered to maintain corporate memory and continuity.
- Members will notify the Board in writing of their resignation from the Committee.

#### **Meetings**

- Meetings will occur at a minimum of twice per year, up to a maximum of four times per year.
- Members may be contacted outside of scheduled meetings for advice.
- Co-chairs will set the meeting agendas with input from the Secretariat.
- Most meetings will be virtual. In-person meetings will be organized as required. Efficiencies will be sought for in-person meetings by aligning them with other events (e.g. board meetings, Forum, etc.).
- The Committee will meet annually with the Board of Directors.
- Meetings will allow for discussion and input by the Advisory Committee members. There is no requirement to reach consensus or vote on advice provided to the ClimateWest Board.
- Meeting ground rules will include active listening and respectful discourse focused on issues.

#### **Remuneration**

- It is expected that most Committee members will be supported by their organizations to attend meetings.
- Expenses incurred will be reimbursed as per the ClimateWest Fiscal Management Policy and the National Joint Council allowances: <http://www.njc-cnm.gc.ca/directive/d10/v238/s659/en#s659-tc-™>