

## **1. Background**

In August 2009, the Canadian Institute of Planners (CIP) released the CIP Policy on Climate Change.<sup>1</sup> The policy outlines the CIP's position, goals and policy directives with regards to climate change locally, nationally and internationally. The National Affairs Standing Committee (NASC) is one vehicle for the implementation of the Climate Change Policy. In October 2009, the NASC established a mandate for the creation of a Climate Change Committee (the Committee) to realize the aspirations and directives of the CIP Climate Change Policy.

## **2. PURPOSE**

The Committee strives to build the necessary capacity for the planning profession to reduce the rate of climate change, mitigate its effects, and plan for adaptation and resiliency.

## **3. COMMITTEE FUNCTIONS**

- a. Develop and implement a national climate change program to help realize the CIP's Climate Change Policy.
- b. Be an active voice in climate change policy dialogue on a national scale by building capacity through program interventions.
- c. Support the development and delivery of climate change projects and extend the results and lessons learned to the profession, the public and relevant agencies.
- d. Nurture strategic partnerships with relevant entities to realize the intent of the CIP Climate Change Policy.
- e. Support the climate change related activities of the International Affairs Committee, Policy Committee, and Communications Committee, where possible.
- f. Seek opportunities to add value to other NASC program areas and projects in the area of climate change.
- g. Proactively seek to understand, develop and provide the required tools for Canadian planners to take action on climate change.
- h. Develop an annual work plan that fulfills the Committee's functions.

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<sup>1</sup> [http://www.cip-icu.ca/\\_CMS/files/CIP%20Climate%20Change%20Policy\\_e.pdf](http://www.cip-icu.ca/_CMS/files/CIP%20Climate%20Change%20Policy_e.pdf)

#### 4. MEMBERSHIP

The committee shall consist of four members, comprised of:

- Committee Chair and liaison to the NASC (1)
- Additional member from the NASC representing a different region than the chair (1)
- Planning Student enrolled in a CIP-recognized university planning program (1)
- Member at large from the CIP membership with demonstrable experience in climate change mitigation and / or adaptation (1)

The Committee may also draw on Senior Committee Advisors who, though not committee members, are members in good standing of the CIP.

#### 5. TERMS OF OFFICE

Chair:	2 years, maximum two consecutive terms Appointed by NASC Chair, CIP President, ratified by CIP Council
Other members:	2 years, (selection at discretion of Chair, in consultation with NASC Chair and Executive Director) renewable at the discretion of the Chair in consultation with NASC Chair and/or Executive Director

#### 6. CHAIR'S RESPONSIBILITIES

- Develop an annual work plan through dialogue with the Committee members.
- Liaise with the NASC.
- Liaise with external agencies as required to fulfill the purpose of the Committee.
- Chair a minimum of one in-person Committee meeting per year.
- Chair up to four Committee teleconference calls per year.
- Attend or delegate someone to attend meetings/consultations deemed essential to the fulfillment of the Committee's purpose and within the Committee's budget.
- Fulfill other responsibilities as delegated by CIP Council and/or the NASC, where possible.
- Appoint Committee members and assign portfolios through dialogue with the Committee.
- Propose an annual committee operating budget for submission to CIP National Office on or before September 15<sup>th</sup>.
- Prepare/submit Committee progress reports to CIP National office two weeks prior to scheduled CIP Council meetings (with advance notice).<sup>2</sup>

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<sup>2</sup> Recommendations to CIP Council are to be presented on a separate sheet as an addendum to Progress Reports.

## **7. MEMBER RESPONSIBILITIES**

- Volunteer up to 10 days a year to fulfill the purpose of the Committee.
- Attend a minimum of one in-person Committee meeting per year.
- Attend four teleconference calls annually.
- Be responsible for one portfolio, determined through dialogue with the Committee.
- If deemed necessary/advantageous, chair a sub-committee to manage a specific portfolio.

## **8. ACCOUNTABILITY**

The Chair is responsible to and reporting directly to the NASC Chair. The members of this committee are responsible directly to the Committee Chair.

## **9. COMMUNICATION**

- Communication to and from the CIP Council is through the NASC Chair.
- On matters related to CIP National Office support, communication is through the CIP Manager of National and International Affairs.

## **10. SUBCOMMITTEES**

- Where sub-committees are deemed necessary and/or advantageous, Committee members will be asked to chair a sub-committee.
- Sub-committee chairs will liaise directly with the Committee through the Committee Chair.