



Climate Solutions Council – Terms of Reference

updated March 2024

A. Mandate

1. The Climate Solutions Council (Council) is a legislated advisory group with a mandate to provide advice to the Minister of Environment and Climate Change Strategy (Minister) on matters respecting climate change, including:
 - i. Plans and action to achieve climate targets and reduce greenhouse gas (GHG) emissions.
 - ii. Plans and action to adapt and prepare for climate risks.
 - iii. Opportunities for sustainable economic development and job creation while the Province transitions to a low-carbon economy.
 - iv. The effects on individuals and businesses that result from actions to address climate change, including actions to reduce GHG emissions and manage climate change risks.
 - v. Any other matters specified by the Minister respecting climate change.

B. Membership Composition

1. The Climate Solutions Council will consist of up to 20 members representing broad aspects of B.C. society with varied areas of expertise. The Council must include at least one representative from each of the following groups:
 - Indigenous peoples;
 - local governments;
 - environmental organizations;
 - academics;
 - unions;
 - persons living in rural and remote communities; and
 - the business community.
2. At least half of the members must be women.

3. The members will bring their knowledge, perspective and experience and will take an evidence-based approach to discussions. While members will bring subject matter and expertise relative to their respective roles and affiliations, they are not considered formal representatives of their organizations or other groups they may belong to.
4. The Minister has discretion to appoint new members, and there will be no provision for alternate members.

C. Responsibilities and Activities of the Council

1. In developing advice and feedback to government, the Council will:
 - i. Strive for consensus-based recommendations.
 - ii. Agree that information and ideas discussed at the meeting are confidential and not to be shared outside the meeting, except through agreed-upon messaging.
 - iii. Meet face-to-face at least three times a year and online at least twice a year for discussions to develop feedback and advice. In addition to face-to-face meetings, the chair(s) and the head of the Climate Action Secretariat (CAS) will meet monthly.
 - iv. Formalize the use of committees (e.g. Technical and Adaptation committees), with individual terms of reference for each group. Committees may be established and/or concluded on advice of the chair(s) and/or CAS with agreement of the Council.
 - v. Provide a summary report of the Council's advice to the Minister annually, delivered no later than the fiscal-year end, to include comments on progress to meeting climate targets, and mitigating and managing climate risks. The report will be made publicly available through a website maintained by the ministry.
2. At the beginning of each calendar year, the head of CAS and the chair(s) will meet to develop a work plan for the year that aligns with section A.1 and the priorities of the Minister and the chair(s). The work plan will be distributed to all Council members.

D. Responsibilities and Expectations of Membership

1. Council members are expected to meet high standards of conduct. Expected conduct is described in the [General Conduct Principles for Public Appointees](#) developed by the Crown Agencies and Board Resourcing Office.
2. Members must avoid any conflict of interest that might impair or impugn the independence, integrity, or impartiality of the Council. Members who are in any doubt

must disclose their circumstances and consult with the chair(s) to identify mitigation strategies, which may include recusing themselves from Council topics.

3. With the exception of the chair(s), members interacting with the media, including social media, or otherwise providing a public opinion on a provincial climate-related matter, must not attribute their positions to the Council except by consensus of the Council and with spokespeople identified. Members may not use their position on the Council to lend weight to personal opinions.
4. Members should communicate with chair(s) and CAS in a timely manner and contribute to major activities, including development of advice and Council reports and letters.

E. Responsibilities of the Minister and Climate Action Secretariat

1. CAS will provide logistic support and act as the point of coordination for information from across government. All ministries across government with responsibility for climate and energy policy will provide expert support to the Council.
2. CAS will work with the chair(s) to identify additional and/or external resources and expertise needed to fulfil the Climate Solutions Council's mandate, subject to Assistant Deputy Minister approval. This approval will not be unreasonably withheld.
3. The Minister is required to include advice from the Climate Solutions Council in the annual accountability report to the Legislature and respond to advice received.
4. The Minister must publish the names of the Climate Solutions Council members on a publicly accessible website maintained by the ministry.
5. CAS will post letters of advice and annual reports to a publicly accessible website maintained by the ministry, after they have been received by the Minister. CAS will endeavour to post these materials within 2-3 weeks or as soon as possible.
6. CAS will reimburse members for travelling and out-of-pocket expenses reasonably incurred in fulfilling their duties on the Council.

F. Review of Terms of Reference

1. These Terms of Reference will be reviewed and updated biannually.