

Climate Solutions Council – Terms of Reference

Terms of Reference March 2022 as edited for discussion at June 2022 meeting

A. Mandate

1. The Climate Solutions Council is an advisory group with a legislated mandate to provide advice to the Minister of Environment and Climate Change Strategy on matters respecting climate change, including the following:
 - i. Plans and action to achieve climate targets and reduce emissions.
 - ii. Plans and action to mitigate and address climate risks and facilitate preparedness for and adaptation to climate impacts.
 - iii. Plans and action to achieve a just transition to a low-carbon society that supports sustainable economic development and job creation.
 - iv. The effects on individuals and businesses that result from actions to address climate change, including actions to reduce greenhouse gas emissions and address climate change risks.
 - vi. Any other matters specified by the Minister respecting climate change.

 2. The Climate Solutions Council will:
 - i. Strive for consensus in their feedback and advice to government.
 - 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 (subject to public health conditions) for discussions to provide feedback and advice. In addition to face-to-face meetings, the chair(s) and the Head of the Climate Action Secretariat 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) or the Climate Action Secretariat.
 - v. Advise Climate Action Secretariat on public engagement that is inclusive of youth engagement.
 - vi. Annually, provide a summary report of the Council's advice to the Minister, to be made publicly available through a website, which includes comment on progress to meeting climate targets and reducing emissions, and mitigating and addressing climate risks and impacts.
 - vii. Provide reports and advice letters to the Minister throughout the year as warranted by the Council's work. All advice letters will be publicly available on the Council's website.

 3. The Minister of Environment and Climate Change Strategy is required to include advice from the Climate Solutions Council in his/her annual accountability report to the Legislature and responds to advice received.

 4. Annually, and with adjustments as needed, the head of the Climate Action Secretariat 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). This is to ensure that Climate Solutions Council members and government have a common understanding of the Council's objectives for the coming year.
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B. Advisory Council Members

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;
- The business community; and
- Young British Columbians

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.

4. The Minister of Environment and Climate Change Strategy has discretion to appoint new members, and there will be no provision for alternate members.

5. The Minister must publish the names of the Climate Solutions Council members on a publicly-accessible website maintained by the ministry.

C. Standards of Conduct and Conflict of Interest:

1. Council members are expected to meet high standards of conduct which enhance and maintain public confidence in the operation of B.C.'s public agencies, boards and commissions.

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. Board member information - Province of British Columbia:

<https://www2.gov.bc.ca/gov/content/bcpbpublicsectorboardapplications/learn/board-member-information>

D. Logistical Support

1. Meeting support will be provided by the Climate Action Secretariat.

2. The Climate Action Secretariat will 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 advisory council.
3. Members of the advisory council are to be reimbursed for travelling and out-of-pocket expenses reasonably incurred by them in fulfilling their duties on the advisory council.
4. The Climate Action Secretariat 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 Deputy Minister approval. This approval will not be unreasonably withheld.
5. These Terms of Reference will be reviewed and updated biannually.