



TERMS OF REFERENCE

1. **Name:** **Climate Change Advisory Group (CCAG)**

2. **Type** **Advisory Group**

3. **Reporting Relationship**

The members of the Advisory Group are appointed by the Director, Professional Practice Standards and Development (PPSD)

The Advisory Group reports to the Director, PPCS

4. **Purpose**

- 4.1 To define key messages from PPCS to registrants, government and communities on climate change-related issues based upon the duties and objects set out in the *Act*.
- 4.2 To advise PPCS on matters that would be appropriate for government policy development or policy improvement.
- 4.3 To provide input for consideration where Engineers and Geoscientists BC is preparing or refining Practice Guidelines.
- 4.4 To provide recommendations to PPCS on ways and means to respond to requests for Engineers and Geoscientists BC support and/or participation.
- 4.5 To be available to PPCS for guidance in its capacity as an advisory group by identifying the risks and opportunities facing the profession.

5. Authorities of the Advisory Group

- 5.1 The CCAG is not authorized to advise registrants on individual practice matters, i.e. no regulatory role.
- 5.2 The CCAG must not speak on behalf of Engineers and Geoscientists BC or act as subject matter experts unless requested to do so by CEO's decision.

6. Function / Deliverables

- 6.1 Through information gathering and discussions, the CCAG will develop and recommend key messages to registrants, government, and communities on the subject of climate change for PPSD's consideration.
- 6.2 Based on input from registrants and the public, consider climate change matters that would be appropriate for government policy development or policy improvement and make recommendations to PPSD in respect thereof.
- 6.3 Review new or updated Engineers and Geoscientists BC Practice Guidelines, or Practice Guidelines/Best Practices related to climate change from other organizations and make recommendations to PPSD.
- 6.4 Assess the need for additional Engineers and Geoscientists BC Practice Guidelines related to climate change and make recommendations to PPSD.
- 6.5 Provide recommendations on the Continuing Professional Development Program to enhance the registrants' knowledge on climate change topics.
- 6.6 Provide recommendations to PPSD on external correspondence/communications, requests for Engineers and Geoscientists BC support and/or participation in events/activities related to climate change.

7. Budget

- 7.1 Except as allocated in Engineers and Geoscientists BC's budget, the Advisory Group has no budget authority beyond reasonable expenses for travel or ancillary expenses.
- 7.2 Any external requests to the CCAG for funding or letters of support will be considered by the CCAG in accordance with the following points from the approved June 14, 2013 Council motion on how the Council approved CCAG budget for each fiscal year should be used:

- a) Facilitate presentations by climate change subject matter experts;
- b) Engage contractor services to gather information or prepare material for Engineers and Geoscientists BC related to climate change;
- c) Business travel and other related expenses; or
- d) Participation in opportunistic partnerships to promote climate change awareness.

8. Membership

- 8.1 The recommended maximum number of people on the CCAG is 10.
- 8.2 Members will be drawn from Engineers and Geoscientists BC registrants, academia, government (BC Ministry of Environment Climate Action Secretariat) and community.
- 8.3 At any time the number of non-registrants on the Advisory Group cannot exceed the number of registrants on the Advisory Group

9. Term of Office

- 9.1 Appointments are normally two years and renewable twice, unless the Director, Professional Practice Standards and Development deems it appropriate to extend beyond the normal terms in accordance with the Engineers and Geoscientists BC approved term length policy.

10. Selection of Officers

- 10.1 The Chair is selected by the Advisory Group, annually.

11. Quorum

- 11.1 The majority of the members of the Advisory Group.

12. Frequency of Meetings

- 12.1 Meetings at least 6 times per annum, or more often, if required, at the call of the Chair.

13. Conduct of Meetings

- 13.1 The Advisory Group meets or adjourns as it sees fit, including meeting by any combination of Advisory Group members attending in person or by Electronic Means.
- 13.2 On occasion, the Chair and/or the Staff Support may communicate with all members by e-mail and, with supporting information, propose and call for a consent resolution. Advisory Group members have the option of responding by moving, seconding or supporting the motion, or requesting that it be considered further at a meeting of the Advisory Group. A consent resolution is deemed to have been achieved if
- a) there are no negative votes,
 - b) there are no calls for in-person discussion, and
 - c) the number of support votes is equal to or greater than the number required for a quorum.

In the case where a member so requests, the motion is not carried, but instead brought forward for consideration at a subsequent meeting of the Advisory Group. In the case of an urgent matter, this may occur at a special meeting conducted by Electronic Means where the normal requirements for a quorum will prevail. Any motion so carried is considered to take effect immediately and is recorded in the minutes of the subsequent meeting.

14. Minutes

- 14.1 Minutes of the Advisory Group are the responsibility of Engineers and Geoscientists BC staff.

15. Periodic Reporting and Review of Terms of Reference

- 15.1 The Advisory Group shall review its Terms of Reference on an annual basis and as requested by the Director, PPSD, submit verification of its review to the Director, PPSD.

16. Staff Support

- 16.1 Staff Lead – Manager, Climate Change and Sustainability Initiatives, Professional Practice Standards and Development
- 16.2 Staff Support – Professional Practice Coordinator or Administrative Assistant, Professional Practice, Standards and Development

APPROVED BY DIRECTOR:

APPROVED BY COUNCIL: **April 1, 2011** **(Minute #CO 11-79)**

AMENDED BY COUNCIL: **September 13, 2013** **(Minute #CO 13-105)**

APPROVED BY CEO & REGISTRAR: **July 12, 2019**

(Reviewed by CCAG with no changes recommended)

APPROVED BY DIRECTOR: **January 4, 2021**