

## Calgary Climate Panel Terms of Reference

### Purpose:

- The Calgary Climate Panel (CCP) is expected to provide broad strategic advice and communications regarding the Climate Resilience Strategy's progress, and participate as partners in implementation actions.
- The Calgary Climate Panel works in service of the Climate Resilience Strategy's Climate Principles, Goals, and Target:

### Climate Principles

- Innovation: The City will play an active role in the process of climate innovation.
- Inclusiveness: The City will involve multiple stakeholders in planning and implementation at a city, regional and inter-governmental scale.
- Integration: The City will integrate both mitigation and adaptation considerations in all investments to improve energy use, reduce GHG emissions, reduce disaster risks and strengthen resilience for future climate conditions.
- Relevance: The City will develop local-relevant solutions to address local climate-risks and vulnerabilities, and low carbon energy opportunities.
- Commitment: The City will provide strong governance to assess and sustain progress, adequately fund and ensure ongoing meaningful partnerships.

### Goals

- Reduce vulnerabilities and risks to severe weather and long-term climate effects
- Improve energy use and reduce GHG emissions
- Support the low carbon economy

### Target

- 80 per cent GHG reduction by 2050 below 2005 levels in Calgary

### Calgary Climate Panel Strategic Priorities and Scope:

- Act as an independent voice providing advice on climate strategy opportunities, risks and policy options to The City.
- Responsible for contributing to The City's annual reporting to measure progress of the Climate Resilience Strategy.
- Identify and connect working group members resulting in direct climate action and/or participate directly in climate action working groups.



- Strategic advisors on working group initiatives – members participate in working group prioritization and coordination when necessary and act as a problem-solving forum for testing ideas.
- Connect initiatives to funding and financing opportunities by building a robust network of funding partners and searching out new opportunities.
- Act as a strategic guide for distribution of research findings, best practices and general information exchange on climate mitigation and adaptation.

## Membership:

- Membership of the Calgary Climate Panel is open to individuals representing key organizations from the public, private, and civic sectors across the city who can contribute to the development and delivery of a low carbon, climate resilient economy and society in Calgary. The balance of membership of the Panel reflects the need for wide representation and for it to address both climate mitigation and resilience. Prior to appointment, members must have ensured that their participation in the Panel has been authorized at a senior level within their organization.
- Diverse representation of 18 core members with expansion options of up to 5 additional members (as recommended by The City or the CCP members directly).
- Rotating terms so that the commitment terms of only half the members expire at any one time.
- Membership has been based on representation of key stakeholder and content area expertise including representation from the Climate Resilience Strategy’s theme areas:
  - Building & Energy Systems
  - Transportation & Land-Use
  - Consumption & Waste
  - People
  - Natural Infrastructure
  - Infrastructure
  - Water Management
  - Governance
  - Climate Education
- Consideration for membership diversity has also considered additional organizational types:
  - Business
  - Youth
  - Non-governmental organizations
  - Post-secondary institutions
  - Government
- 2020 confirmed members include:

Organization	Representative
Alberta Council for Environmental Education	Gareth Thomson
Alberta Ecotrust	Rod Ruff
Alberta Health Services	Dr. David Strong

ATCO Gas	Ryan Germaine
BILD Calgary Region	TBD
BOMA Calgary	Jayeful Islam
Brookfield Residential	Doug Owens
Calgary Airport Authority	Harris Switzman
Calgary Board of Education	Olena Olafson
Calgary Chamber	TBD
Calgary Climate Hub	Bob Morrison
Calgary Emergency Management Agency	Chief Tom Sampson
Citizen-at-Large	Rev. Bill Phipps
ENMAX Energy	Justin Jacober
FUSE Collective	Ben Walsh
Siemens Canada	Adrian Francese
The City of Calgary – Councillor	Cllr. Peter Demong
The City of Calgary – UEP General Manager	Dan Limacher
University of Calgary	Dr. Jennifer Winter

- Decision-makers: participants must represent key organizations from public, private, civic sectors that can directly contribute to mitigation/adaptation with explicit support from senior levels of their organization; ability to challenge ideas; and organizational support to action ideas.
- For the effectiveness of the Panel, members shall not send delegates on their behalf. In the event of an unexpected conflict or emergency, substitutes can attend. It is the responsibility of the panel member to brief the substitute, so they can come prepared to participate and/or connect the substitute with the Climate Team or Convener to be briefed. If a member is absent for three meetings in succession, membership will be reviewed and may be revoked.
- Should a member wish to cease participation in the Panel, a permanent replacement must meet the diversity representation requirements, and must be endorsed by the Committee Co-chairs and majority of Panel members.

## Roles, Responsibilities, and Expectations:

- Co-chaired by a City of Calgary member and an external member
  - Co-chairs are responsible for establishing the Panel's agenda and decision-making processes. This role will be supported by the Convener.
  - External co-chair term is one year.
  
- Members
  - Members will act as champions for the Climate Resilience Strategy and actively contribute to the Calgary Climate Panel's strategic priorities.
  - Members will be active participants in the Panel meetings.
  
- Calgary Climate Panel membership is based on a shared commitment to the Climate Principles, Goals, and Targets with a focus on the governance objectives. Members are expected to act in the shared interests of the strategy. Members will not lobby or campaign for individual interests.
  
- Expectations:
  - Panel members commit to a 2-year term.
  - The Panel will meet quarterly.
  - Agendas will be sent out a minimum of one week in advance of the meeting with all supporting documentation required.
  - Any updates being provided at the meeting (i.e., working groups) will be included as written updates in the agenda package to reduce time spent on updates. The meetings will focus on productive discussion focused on actions.
  - Meeting notes will be provided rather than formal minutes. The notes will include attendance, action items, decisions, and significant discussion items. Notes will be distributed within seven days from the meeting, and made publicly available. All notes will be non-attributed.
  - Participation is based on the shared goals of the Climate Resilience Strategy and, in doing so, robust dialogue is expected. Each member will be expected to be constructively critical, and bring forward possible solutions. The Panel will be solution-oriented.
  - To enable a productive and safe environment for discussion, commitments have been established by the Calgary Climate Panel members. The focus is on creating a safe discussion space by:
    - Taking time to reflect on statements made before responding;
    - Using discretion on participation so that everyone may participate;
    - Being clear about when information will be communicated beyond the Calgary Climate Panel, and when confidentiality is required.

- Being clear that it is okay to test ideas in the discussion, or say what others may think about an idea without judgement from the group, or being held to those ideas;
- Each member being responsible for communicating reservations or concerns as they emerge rather than being silent; and
- If members disagree regarding a direction taken, they will have the opportunity to have their position noted in the meeting notes at the time of the discussion.

## Decision-making and Communication

### Decision-making:

- Consensus - If unanimous consensus cannot be achieved, consensus minus 2 is an option.
- If there is disagreement with a recommendation or direction emerging from the Panel discussions, members will have the opportunity to have their perspective noted in the meeting notes at the time of the discussion to enable fully transparency of decisions and support.

### Communication:

- Transparency of the Calgary Climate Panel will be very important and therefore meeting notes will be made public through a dedicated communication channel. Notes will generally be non-attributed. If confidential data is going to be shared, the panel member will make clear the expectation for confidentiality and will ensure that expectations are understood.
- Calgary Climate Panel will release regular communication materials through a spokesperson. All public communications will follow The City's public statements guidelines and as such the designated spokesperson will be the Manager, Climate Change & Environment.
- Public events will be hosted through the Climate work, and will have strong involvement from the Calgary Climate Panel members.
- The Calgary Climate Panel will report through the Climate Team to provide recommendations to City Council and Administration.

## 2020 Work Plan – to be updated

### Deliverables

- Annual report contribution through Climate Team to City Council.
- Regular public communications.

### Resources required / committee

- Calgary Climate Panel resource support is provided through The City’s Environmental & Safety Management business unit and includes meeting coordination, facilitation and notes, agenda development support, general membership support, and reporting administration.

### Reporting plan

- Annual report contribution through the Climate Team to City Council.

### Meeting schedule for 2020

- Proposed meetings and themes for 2020 provided below, for discussion at the January 17<sup>th</sup> Panel meeting. Dates to be confirmed.

