

# Central Saanich Community Association Terms of Reference (ToR) -- DRAFT/Proposed

## Climate Action Plan Task Force

### TIMELINES

- The Task Force is not an ongoing committee. The TF will be discontinued by the end of (x month).
- The TF can meet as many times as needed but should plan to meet at least once per month.
- The TF should make 3-5 recommendations on specific deliverables to the CSCA board by x month.

### KEY RESPONSIBILITIES

- Meet at least once per month until the TF is discontinued.
- Develop a plan of specific actions to recommend to the CSCA.
- Maintain the short-term orientation of the Task Force which reports to the CSCA to discuss next steps.

### COMPOSITION

Three people from the CSCA membership.

CSCA Board: One representative from the CSCA board to serve as liaison to the Task Force.

### GOALS & DELIVERABLES

#### Meeting #1

Get to know everyone and the ToR. Select a TF chair/spokesperson and discuss process and timeline for delivering recommendations to the CSCA.

#### Meeting #2

Discuss research etc.

Possible recommendations from the TF:

- 1.
- 2.

#### Meeting #3

Recommendations from the TF:

- 3.
- 4.

The TF will provide specific actions in the form of resolutions to the CSCA so that it can be moved, debated and voted on.