

## **DRAFT TEMPLATE Climate Change Advisory Committee Working Groups – Terms of Reference**

### **Mandate**

*3-5 sentences explaining mandate of the Climate Change Advisory Committee (CCAC) Working Group (WG)*

### **Objectives and Tasks**

*List of objectives to achieve mandate.*

- a. Objective 1*
- b. Objective 2*
- c. Objective 3*

*Complete the table below for list of tasks and estimated timeline(s)*

<b>Tasks</b>	<b>Estimated Timeline</b>

### **Membership**

*List of members of the WG inclusive of both CCAC and non-CCAC members. At least*

- 1. Member 1*
- 2. Member 2*
- 3. Member 3*

### **Meetings**

*Proposed number of meetings to achieve objectives.*

- 1. Meeting #1 DATE*
- 2. Meeting #2 DATE*

3. Meeting #3 DATE

**Resources and Budget**

Complete the table below. Itemized budget and requested Staff support further completed in Appendix "A". *(CCAC should discuss list of eligible expenses for 2024 and set expectations)*

Total budget for YEAR being requested:	
Total number of City Staff needed to support:	

## Appendix A – Climate Change Advisory Committee Working Group Estimated Resources

### Table 1.0 Itemized Budget for Working Group

[illegible]

Table 2.0 Requested City Staff Support (CCAC should discuss expectations of this as an Advisory Committee)

[illegible]