

OLA Climate Action Committee

TERMS OF REFERENCE

Mandate:

The OLA Climate Action Committee reports to the OLA Board of Directors. The committee works to support the Ontario library and information sector in responding collectively to the climate crisis. The committee will focus its efforts on capacity building and will work in alignment with the United Nations Sustainable Development Goals¹ relating to climate action.

Responsibilities/Objectives:

The OLA Climate Action Committee will:

- Align actions with established United Nations Sustainable Development Goals¹ relating to climate action.
- Collaborate with CFLA, BCLA and other relevant stakeholders to coordinate efforts at a national level.
- Develop educational offerings and resources such as webinars, conference presentations, toolkits and other resources in order to build library capacity to respond to the climate crisis:
 - o Support library staff, management and library boards to prepare for and respond to climate related crises that may impact their communities (e.g. heat waves, fires, floods, etc.);
 - o Develop resources and incentives to encourage libraries to reduce library carbon emissions;
 - o Foster environmental science, sustainability and climate change literacy through the creation and delivery of library led educational programming for the public.
- Conduct periodical benchmarking on Ontario library section's response to climate change.
- Advise OLA on how to reduce the association's carbon emissions.
- Support library sector advocacy for climate change at the municipal and provincial levels.

Deliverables:

¹ United Nations: [Goal indicator framework for the Sustainable Development Goals and target of the 2030 Agenda for Sustainable Development](#) (2021)

- The committee will provide an annual work plan based on the above responsibilities to OLA Board and report to the OLA Board annually.
- Create training and resources to build the library sector's capacity to respond to the climate crisis.
- Work with the OPLA Research and Evaluations Committee and other stakeholders to conduct benchmarking on Ontario library sector's response to climate change.

Composition:

The committee will be composed of 6-8 individuals with an interest in how libraries can respond to the climate crisis. Committee membership should include representation from:

- Public libraries;
- Academic libraries;
- School libraries;
- First Nations Libraries;
- Library school;
- OLA Board representative.

Membership may include individuals from across Canada but should be broadly representative of rural, northern, remote and Indigenous communities in Ontario. Members should include a diversity of positions within library organizations (i.e. front line, management).

In addition to OLA members, representatives from BCLA's Climate Action Committee and from CFLA will also attend meetings as they are able to advise on areas of collaboration between the groups.

In addition to OLA members, the committee will also work with and call upon the expertise of non-members, including but not limited to Indigenous leaders, climate activists, Conservation Authorities, youth climate leaders, government relations experts, professions in fields such as architecture, law, environmental science, engineering, and others.

Resources and budget:

- Ongoing staff support from OLA Advocacy and Research Officer.
- OLA office staff support for virtual meeting arrangements; maintaining a web page on the OLA website.
- Meeting space at OLA Office, as needed (1-2 times per year) and funds for expenses related to travel and food for in-person meetings.

- Funds may also be budgeted to cover the costs of honoraria for Subject Experts.

Timelines

Committee members can expect a minimum of 6 meetings per year, virtually. Members will complete tasks as assigned between meetings.

The majority of tasks will be completed online using a shared project management tool, so that all members can participate in ongoing work and revisions collaboratively during and in between meetings.

The OLA Climate Action Committee will report to the OLA Board at least once per year.

The Meeting Agenda should be available to members one week prior to meetings for review with the final draft distributed at least 2 days prior to meetings.

Type of Committee

- X Standing Committee** (responsible for a specific program or function)
- Task Forces** (time-limited tasks on a specific topic)
- Action Groups** (development of a limited program or activity)

Term of Appointment:

The term for OLA Climate Action members generally runs for a period of 3 years, with the option to extend up to an additional 2 years at the discretion of the OLA Board. Member terms overlap to ensure knowledge transfer and consistency. Committee members are recruited from the OLA membership at large, as required.

Co-Chairs will be appointed annually from within the committee. Terms are staggered terms of 2 years. Co-chairs are responsible for coordinating the agenda, facilitating meetings, ensuring portfolios are assigned, liaising with OLA Executive Director and reporting to the OLA Board.

The **Secretary** will be appointed by the Committee, and will be responsible for taking minutes at meetings. The Secretary term is one year.

Approved by the OLA Board of Directors, September, 2022