

Climate Action Committee Task Force

Terms of Reference

Name: Climate Action Committee (CACT)

Support: CLS and Office of the CAO

Type: Task Force

TOR Approved by Council: 2019-07-31, updated as per resolution 2020-731 on November 18, 2020

Purpose:

Reporting to Council, the task force will work with stakeholders through consultation to develop a fact-based Action Plan for fighting the climate crisis in Grey Highlands.

Mandate:

- To review best practices related to Municipal Climate Action Plans;
- Investigate how other Municipalities are addressing the Climate Crisis
- To develop a fact-based Climate Action Plan for Grey Highlands;
- To review the recommendations within the Report prepared for the County of Grey titled "Climate-Conscious Grey" for inclusion in the Municipal plan to reduce duplication of efforts;
- To present a Climate Action Plan for Grey Highlands to Council for consideration which includes recommendations for:
 - potential actions by Municipal staff and the public,
 - community engagement mechanisms and
 - public education outreach,
 - policy direction
 - strategic priorities
- To present a semi-annual update to Council

Delegated Authority:

The CACT is an ad-hoc task force established to develop a Climate Action Plan for Grey Highlands in the midst of the climate crisis being declared.

CACT has no authority to direct staff and all reporting must be done within the membership of the committee. The committee shall delegate specific

members to undertake required tasks which are to be reported back to the Task Force at the next meeting.

CACT is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, performing project or program implementation and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

CACT will consist of:

- 2 Members of Grey Highlands Council
- At least 5 community representatives. If less than 5 community representatives apply, Council may amend the composition to reflect the composition as necessary by resolution.
- Appointments will aim to be representative of all ages.
- All Members must be appointed by Council resolution for the term of ~~1~~ **2 years** from the date of the first meeting or until the task has been completed, whichever comes first. Membership may be extended by a resolution of Council.
- At the first meeting CACT will elect a Chair and Vice-chair for the task force.
- Only those members appointed by Council may vote on any issue.
- All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.
- Members shall come to the meetings prepared to work on the mandated task.

Vacancies mid-term

Members appointed to this task force should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the task force and the required work plan, mid-term vacancies on the task force will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

Lead Department/Reporting Relationship:

The Lead Department supporting the Committee will be the Office of the CAO with meeting management support provided by CLS. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council to be received for information. The task force shall not have any specific requests until such time as their final report and recommendations are presented to Council which will deem the mandate of the Committee completed.

Administration:

CLS will provide meeting management support.

Office of the CAO will provide guidance and information to the Task Force.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law shall apply to the Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request the attendance of experts, staff and/or representatives from Special Interest Groups at meetings to provide guidance on a specific issue.

General public delegations shall not be heard at Task Force Meetings, however correspondence received from stakeholders may be used in the development of the final report. Any comments and or requests from the public in relation to the final report of the Task Force shall be through Council during their consideration of the report.

CACT meetings shall be open to the public. Members of the general public shall not have speaking rights at any task force meeting.

CLS will provide formatting of final document for presentation to Council if required.

Schedule/Location of Meetings:

CACT will meet as required with the first meeting being called by the CAO to develop a work plan.

Notice of CACT meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Budget and Financial Report:

This task force does not have access to municipal funds.

All members will serve without remuneration of any kind.

Special Considerations:

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.

Members appointed to this task force should be prepared to commit to participation and duties assigned throughout the duration.

Members will strive to complete any assigned work and research in a timely fashion for inclusion and dialogue on the next meeting agenda.

Reference: Climate-Conscious Grey: Developing a Climate Change Action Plan in Grey County, Ontario