



Climate Change Action Task Force

Terms of Reference

1.0 OVERVIEW

In response to the Halton Hills' Climate Change Emergency Declaration signed by Town Council in May 2019 the Town of Halton Hills Climate Change and Asset Management Division (CCAM) is developing a Climate Change Action Work Plan (CCAWP) based on its Low Carbon Resilience Framework to assist Council and the residents of the Town of Halton Hills in formulating and taking actions to reduce community-wide greenhouse gas (GHG) carbon emissions to achieve net zero target by 2030 and to improve the adaptive capacity and resiliency of the community to cope with and adapt to the local impacts of climate change events. Partnerships will be created with stakeholders, residents and community groups to champion, support and implement those climate change actions. The Town will establish a Halton Hills Climate Change Action Task Force (CCATF) to advise and influence the development and implementation of the CCAWP.

2.0 PURPOSE

The purpose of the Climate Change Action Task Force (CCATF) is to serve as an advisory role to provide staff with assistance and advice on the development of the Town's CCAWP and support and influence its implementation within the Community. The CCATF may include the following mandates:

- a) Support the Town of Halton Hills Climate Change Emergency Declaration and the Town's Low Carbon Resilience Framework;
 - b) Make recommendations for implementation actions to go to Council for consideration;
 - c) Provide comments and insights on key CCAWP phases, deliverables and outcomes that are representative of member stakeholder groups;
 - d) Ensure the CCAWP update is aligned with the Town's strategic goals and activities (e.g. Vision Georgetown, Stormwater Master plan, Transit Strategy, Corporate Asset Management Program, Official Plan review, Emergency Preparedness, Communications);
 - e) Ensure the CCAWP engages staff and appropriate stakeholders and makes best use of their expertise and available resources to support the implementation;
 - f) Encourage integrated organizational, stakeholder and community-wide collaboration and cooperation to deliver on the CCAWP and achieve its outcomes;
 - g) Provide overall guidance and direction to engage the community through community partnerships;
 - h) Act as a liaison with other levels of government to lobby for funding and policy support;
 - i) Review work-plan to set priority actions, timelines, responsibilities, budget requirements and any other relevant matters that will lead to the implementation of the reducing carbon emissions and advise on final deliverables.
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3.0 DELEGATED AUTHORITY

The CCATF does not have any delegated authority and has no authority to direct staff. Any recommendations requiring implementation must first be considered by Council through a staff report.

The CCATF will be facilitated by the Town's Climate Change and Asset Management Division. Staff from all departments may attend meetings as required.

4.0 MEMBERSHIP

CCATF membership pre-requisites will relate to specialized knowledge, the ability to represent the diverse interests of community stakeholders, and capabilities to help resolve any issues the project may face.

The CCATF shall be composed of members and their alternate representatives as follows:

- **The Mayor of Halton Hills**
- **Council Membership**
- **The Town's CAO**
- **Town staff**
- **External Membership**
- **Agency Representatives**
- **Support**

5.0 ROLES AND RESPONSIBILITIES

Chair

Mayor of Halton Hills will co-chair with a Council representative who are ex-officio members of the CCATF.

The responsibilities of the CCATF chair are as follows:

- Setting the agenda for each meeting and ensuring that supporting materials are delivered to members in advance of meetings
- Making the purpose of each meeting clear to members
- Ensuring that meeting agenda items and objectives are met
- Encouraging broad participation from all CCTF members in group
- Discussions.
- Ending each meeting with a summary of decisions and assignments as well as collecting new business items for future meetings



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Admin Support

The Climate Change and Asset Management Division staff members will provide support in the development of the Agenda, co-ordinates the work-plan, meets timelines and commitments and support the Chair and committee members in facilitating the meeting.

CCATF Members

The responsibilities of all CCATF membership include:

- Understanding the goals, objectives, and desired outcomes of the CCATF
- Understanding and representing the diverse interests of community stakeholders.
- Taking a genuine interest in the project's outcomes and overall success.
- Actively participating in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.
- Supporting open discussion and debate and encouraging fellow members to provide their perspectives.
- Acting on opportunities to communicate positively about the CCATF and Town's CCAWP

6.0 COMMITTEE PROCEDURES

Meetings

Meetings are to be scheduled every second month. Special meetings to be scheduled as required. Meetings will be conducted on a formal basis and be recorded.

Quorum

A majority (50% plus 1) of all members shall constitute a quorum.

Agendas

An agenda is to be prepared for meetings with relevant documentation attached and distributed to members, preferably at least one week prior to the meetings.

Minutes/Action Items

Minutes of the meeting will be forwarded to members within two weeks after the meeting.

The Minutes will record the following:

- Date and location of meeting
- Attendees and absentees
- Agenda items discussed



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- Action items (including responsibility and timeframe)
 - Decisions taken (including rationale for decisions)

Minutes of the preceding meeting will be confirmed at each meeting, which includes a review of the action items outstanding.

Voting/Motions

Members of the CCATF must declare any pecuniary interest they may have in any matter under consideration by the Action Task Force and must abstain from any discussion or voting on the matter. In the event of a tie vote, the motion is lost.

Vacant Seat

The position of a member of the CCATF becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a recommendation of the CCATF.

Town Policies, Guidelines and Procedures

- Members of the CCATF will adhere to all Town policies, guidelines and administrative procedures.
- Members of the Climate Change Action Task Force will not make any personal use of privileged and/or confidential information, and are to adhere to the Municipal Freedom of Information and Protection of Privacy Act.
- Members shall not use or release any documents and/or information in any form that may prejudice the Town, cause damage to the Town, be used against the Town and/or be detrimental to the Town of Halton Hills' reputation, and or to any of the parties that compose the membership of the Committee.

Budget

- The annual operating budget is \$2,500. Additional funding requests above that for the CCATF may be made, but will be subject to a staff report and Council's approval.
- Meeting space for regularly scheduled CCATF meetings will be supplied by the Town.

Sunset Clause

At the end of each Council term, Council shall review the Terms of Reference of the CCATF and determine the necessity of the Action Task Force for the next term of Council.