



Climate Change Resilience Steering Committee

Terms of Reference

BACKGROUND

In response to the Town's Climate Change Emergency Declaration signed by Mayor and Council in May 2019, the Climate Change and Asset Management Division (CCAM) is developing a Low-Carbon Resilience Framework (LCRF), which encompasses within it the:

a) Low-Carbon Transition Strategy (LCTS)

- A strategy to reduce Town-wide greenhouse gas (GHG) emissions to achieve the net-zero by 2030 target

b) Climate Change Resilience Strategy (CCRS)

- A strategy to improve the adaptive capacity and resiliency of the Town to cope with and adapt to the local impacts of climate change

The Town has established a Climate Change Action Task Force (CCATF) to advise and influence the development and implementation of the LCRF. The CCATF is supported by two Steering Committees, one of which is the Low-Carbon Transition Steering Committee (LCT-SC), whose mandate is centered on the LCTS, and the Climate Change Resilience Steering Committee (CCR-SC), who will govern the CCRS.

2.0 PURPOSE

The purpose of the CCR-SC is to serve an advisory role to provide staff with guidance and strategic direction on the development of the Town's CCRS, and to support and influence its implementation within the Community. The CCR-SC will convene a team of community champions and sector experts to:

- a) Earn community buy-in for the goals and strategies of the CCRS, including approval by the Town Council;
- b) Grow the capacity of the community to implement the CCRS; and
- c) Motivate the public and community stakeholders to act.

3.0 MANDATE

The nature and scope of the identified initiatives and solutions will require action that extends well-beyond government and include business owners, homeowners, and community leaders. The CCR-SC will provide strategic guidance by:

- a) Ensuring that the CCRS is aligned with the Town's overall strategic goals and activities (e.g. Climate Emergency Declaration, Vision Georgetown, Stormwater Management Plan, Transit Strategy, Corporate Asset Management Program, Official Plan Review)
- b) Encouraging integrated organizational, stakeholder and community-wide collaboration and cooperation to deliver the CCRS and achieve its outcomes;
- c) Earning corporate and community buy-in for the goals and initiatives of the CCRS, including approval by the Town Council;



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- d) Growing the capacity of the community to implement the CCRS; and,
 - e) Motivating community stakeholders to act.

4.0 DELEGATED AUTHORITY

The Steering Committee 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 CCR-SC will be facilitated by the Town's CCAM Division. Staff from all departments may attend meetings as required.

5.0 MEMBERSHIP

Members of this CCR-SC will represent groups whose participation and input will be crucial in order to successfully implement the CCRS. This includes representation from:

- Credit Valley Conservation
- Halton Environmental Network
- Halton Region
- Town Council
- Town Staff

CCR-SC member core characteristics include:

Communicator	Able to share ideas and describe what is already known and what is being discovered to diverse audiences.
Community Translator	Understands the different language used by stakeholders and serves as a bridge between the various communities and groups with an interest in the initiative.
Lifelong Learner	Desire to deepen understanding of complex social and economic issues that take complex solutions.
Politically Astute	Broad non-partisan understanding of political and social issues influencing the public policy environment.
Strategic	Seeks continuous improvement and is a future thinker. Understands the lay of the land and can work within it.
Practical	Can manage the details and get things done on time.

Membership is voluntary. CCR-SC members must understand and accept the terms and conditions outlined in this document.



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6.0 ROLES AND RESPONSIBILITIES

Chair

A Council Representative will co-chair along with another member, to be determined.

The responsibilities of the Chair are as follows:

- Setting the agenda for each meeting
- Making the purpose of each meeting clear to members
- Encouraging broad participation from all members in group discussions
- Ending each meeting with a summary of decisions and assignments as well as collecting new business items for future meetings

Admin Support

Staff from the CCAM Division will provide support to develop the Agenda, co-ordinate the work-plan, and meet timelines, as well as assist with facilitation of meetings.

CCR-SC Members

The responsibilities of all members include:

- Understanding the goals, objectives, and desired outcomes of the CCRS
- 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 CCR-SC documents
- Supporting open discussion and debate and encouraging fellow members to provide their perspectives.
- Acting on opportunities to communicate positively about the CCR-SC and CCRS

7.0 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.



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The Minutes will record the following:

- Date and location of meeting
- Attendees and absentees
- Agenda items discussed
- 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 Steering Committee must declare any pecuniary interest they may have in any matter under consideration by the Steering Committee 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 CCR-SC becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a recommendation of the CCR-SC.

Town Policies, Guidelines and Procedures

Members of the CCR-SC will:

- Adhere to all Town policies, guidelines and administrative procedures
- 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
- 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.

Sunset Clause

The CCTAF will periodically review and determine the necessity of continuing the CCR-SC.