



Low Carbon Transition Steering Committee

Terms of Reference

1.0 BACKGROUND

In response to the Halton Hills' Climate Change Emergency Declaration signed by Town 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 LCT-SC is to serve as an advisory role to provide staff with assistance and advice on the development of the LCTS and support and influence its implementation within the Community. The LCT-SC will convene a team of community champions and sector experts to:

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

The nature and scope of the identified solutions will require action that extends well-beyond government and include business owners, homeowners, and community leaders. Rooted in the community, the LCT-SC helps ensure non-governmental action is taken and holds the municipality accountable, leading a combined effort in the successful implementation of the LCTS.

3.0 MANDATE

The LCT-SC mandate is to provide a forum for community-based oversight of the LCTS planning process and to report regularly to the community and Council during the development and implementation of the LCTS.



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The LCT-SC serves as a sounding board for the CCAM and project teams established through the LCTS planning process, providing strategic guidance, challenge and support of pathways forward, as well as sharing technical advice, community knowledge and networks.

With the support of CCAM staff, the LCT-SC provides an ongoing forum for consultation and feedback to the public and Council at key points through the development of the LCTS.

The LCT-SC may include the following mandates:

- a) Consider matters, issues or information provided by the CCAM relating to the LCTS and provide advice and recommendations
- b) Identify potential community issues and opportunities for the CCAM
- c) Participate in two-way communication between members' constituencies and the CCAM, liaising with the organization they represent (if applicable) to bring forward advice, issues or comments from their organization and to return information and results to the organization from the LCT-SC
- d) Identify priority Target Networks to implement the LCTS Engagement Plan.
- e) Ensure that the results of LCT-SC discussions are accurately recorded in the meeting records, or in any additional documents that the LCT-SC or the CCAM may determine are needed
- f) Provide active support for final Council approval of the LCTS
- g) Serve as an ongoing champion for LCTS implementation
- h) Report to CCATF on matters relating to the Low-Carbon Transition
- i) Create subcommittees which will work on priority areas and will report back to the LCT-SC

4.0 DELEGATED AUTHORITY

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

5.0 MEMBERSHIP

The Town of Halton Hills will invite members of the community to participate on the LCT-SC. The membership of the LCT-SC will be based on involvement and role in institutions and organizations within different thematic areas crucial to the development and implementation of the LCTS.



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The LCT-SC will consist of members plus their alternate representatives from the following sectors:

- **Council Membership**
- **Town Staff**
- **Members representing priority sectors:**
 - Building/Development industry
 - Local Energy Utilities
 - Green Economy
 - Transportation
 - Post-secondary institutions
- **Support**

LCT-SC member core competencies 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.

LCT-SC membership is voluntary. It is required that LCT-SC members must understand and agree to the terms and conditions outlined in these Terms of Reference

5.0 ROLES AND RESPONSIBILITIES

Chair

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

The responsibilities of the LCT-SC 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



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- Ensuring that meeting agenda items and objectives are met
- Encouraging broad participation from all LCT-SC 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

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

Members

The responsibilities of all LCT-SC membership include:

- Understanding the goals, objectives, and desired outcomes of the LCT-SC
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 LCT-SC and LCTS

6.0 COMMITTEE PROCEDURES

Meetings

Meetings are to be scheduled every three weeks. 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 LCT-SC must declare any pecuniary interest they may have in any matter under consideration by the Subcommittee 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 LCT-SC becomes vacant if the member is absent from three (3) consecutive meetings without being authorized to do so by a recommendation of the LCT-SC.

Town Policies, Guidelines and Procedures

- Members of the LCT-SC will adhere to all Town policies, guidelines and administrative procedures.
- Members of the LCT-SC 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.

Sunset Clause

The CCATF will periodically review and determine the necessity of continuing the LCT-SC.