

West Grey Climate Action Advisory Committee

Terms of Reference

1. Purpose

To advise and provide perspective guidance to West Grey council on matters related to climate change.

2. Mandate

The Climate Action Committee has been established:

- To develop recommendations which will result in the development of a Climate Action Plan
- Educate municipal staff and the public about climate change and how to consider decisions and actions through a climate lens;
- To investigate best practices for addressing the climate crisis;
- To provide input into collaborative opportunities with other agencies, bodies and stakeholders to address climate change.

3. Membership

The Committee shall be composed of:

- Two members of West Grey Council
- Five to seven members of community representatives

Community Representatives shall:

- Be a resident of West Grey
- Have an understanding of the goals, objectives and desired outcomes of the committee
- Take a genuine interest in the anticipated results and overall success
- Actively participate in committee meetings through attendance, participation and review of agendas, minutes and other applicable committee documentation.
- Be willing to be assigned specific tasks and report back to committee during their meetings

All committee members serve in a volunteer capacity, without remuneration of any kind.

The Committee will elect a Chair and Vice Chair. A member of the committee shall serve as Recording Secretary.

4. Vacancies

Vacancies shall be advertised by the Municipality of West Grey as required, all members shall be appointed by West Grey council.

5. Staff Support

Staff resources shall be provided on an as needed basis, coordinated through the CAO's office. Training for committee the committee chair and recording secretary shall be provided by the clerk's office. The committee has no authority to direct municipal staff.

The committee may request attendance of experts, staff and/or representatives from special interest groups at meetings to provide guidance on a specific issue.

6. Meetings

The committee shall establish a meeting schedule in December for the next year, to be posted on the municipal website. The frequency of meetings shall be determined by the committee. All committee meetings are open to the public. Quorum shall be a majority of committee members.

Any topics or issues that are deemed relevant to the creation of a climate plan by members of the committee shall be provided to the chair and recording secretary to include on the committee agenda to be addressed by the committee.

7. Agendas and Minutes

Agendas shall be prepared by the chair and the recording secretary and provided to the municipal clerk one week prior to the meeting date to give notice of the meeting by posting the agenda on the municipal website.

Draft minutes shall be prepared by the recording secretary and provided to the municipal clerk for inclusion in a council agenda within ten days after the committee meeting. Final minutes shall be signed by the chair and the recording secretary and provided to the municipal clerk for keeping in the corporate record management system.

8. Reporting

The committee will report to council regularly by providing committee minutes to the clerk for inclusion in a council agenda.

The committee provides recommendations to West Grey council by committee resolutions recorded in committee minutes. Draft minutes shall be provided to the clerk with a request to present specific recommendations contained therein on the next regular council agenda.

The committee may provide further reports to council as deemed appropriate to address issues identified by the committee.

9. Administration

The Committee shall be governed by all applicable legislation and municipal by-laws and policies for the conduct of meetings and activities including but not limited to: West Grey procedural bylaw; Municipal Act; and the Conflict of Interest Act.

Training sessions for committee members in regards to the above noted legislation shall be provided by the clerk's office during a committee meeting.

The Climate Action Committee shall be appointed by by-law for the current term of council.