



ENVIRONMENT & CLIMATE CHANGE COMMITTEE
DRAFT Terms of Reference
(October 2019)

1. MANDATE

The Environment & Climate Change Committee's mandate is to provide a local perspective on climate change initiatives with respect to greenhouse gas emissions targets as well as provide a framework to work towards climate change goals, strategic direction and priority actions, namely:

- Reduce our contributions to climate change while increasing our ability to adapt to climate change conditions.
- Reduce and offset greenhouse gas emissions produced within our community.
- Establish a baseline of greenhouse gas emissions with a corresponding plan for achieving a set target in emission reductions.

Specifically, the Environment & Climate Change Committee will work towards the following objective, based on the four areas of focus:

1. Identify and advise on ways to build local climate action awareness, and promote environmental stewardship within the City of Cornwall.
2. Identify and address local sources of greenhouse gas emissions by developing local greenhouse gas inventories, setting greenhouse targets, developing and carrying out local climate change action plans.
3. Prepare and implement a Climate Change Adaptation Plan.
4. Review, research, and provide feedback on community-related climate action items as directed by Council, including strategic planning, by-laws and policy development.

2. COMPOSITION OF COMMITTEE AND MEMBERSHIP ELIGIBILITY

Membership on the Environment & Climate Change Committee will include:

- Two members of Council appointed by the Mayor
- One representative from the Raisin Region Conservation Authority
- One representative from the Eastern Ontario Health Unit

- One representative from the St. Lawrence River Institute of Environmental Sciences
- One representative from Transition Cornwall+
- Two community representatives who have climate change knowledge and expertise, with desirable skills and assets that support the Committee
- Staff members including the General Manager of Infrastructure & Municipal Works, the Division Manager Environment and an administrative resource (to be determined).

3. TERM OF MEMBERSHIP

The Environment & Climate Change Committee will be appointed for the term of Council. The Chair will be elected from the committee's membership at the first meeting of the term.

4. ROLE OF COMMITTEE MEMBERS AND MEETING PROCEDURE

The role of the Environment and Climate Change Committee is to assist Council with the implementation of the Strategic Plan as it relates to the priorities listed within the pillar for Environmental Sustainability.

The Committee will meet 6 times per year. The Chair may call additional meetings as required or deemed appropriate. Meetings will take place at a City boardroom, or any other designated facility, as needed.

Notice of each meeting confirming the venue, time and date, together with an agenda will be forwarded to each member of the Committee and any other person required to attend, at least three (3) working days before the date of the meeting.

The Committee will use consensus to move directions or actions, no voting or quorum are required. In the absence of the Chair, the members shall appoint one of the members to act as Chair of the meeting.

Only Committee members are automatically entitled to attend meetings. The Committee may invite such other persons to its meetings as it deems necessary.

5. STAFF SUPPORT

The General Manager Infrastructure & Municipal Works and the Division Manager Environmental Services will provide staff support to the Committee.

The Division Manager Environment will act as primary municipal contact, whose responsibilities include working with the Chair to prepare agendas, and researching and collecting any materials as required.

Information related to meetings will be distributed electronically, but will also be available in paper format for those who prefer.

6. RESOURCES AND BUDGET

Members of the Committee will provide the resources as required.

There is no budget established for this Committee. Operating budget requirements will be directed to the Committee or through Committee members as appropriate. Project or capital budgets will require securing external funding sources where available such as grant funding opportunities. Securing these funds will be a requirement of the Committee.

7. COMPENSATION

Council and outside Committee members would be reimbursed for costs incurred by them in carrying out their duties under this mandate.

8. REPORTS TO COUNCIL

Minutes will be kept by administrative staff and distributed to all Members of Council.

The Environment & Climate Change Committee may make recommendations to Council on matters that have been referred to this committee for review or as items may arise.