

TERMS OF REFERENCE

	Committee:	Climate Action Advisory Committee (CAAC)
	Type	Advisory Committee
	Approval Date	June 8, 2023
	Revision Date	
	Committee Resource	Planning Department

Mandate and Purpose

The Wasaga Beach Climate Action Advisory Committee is an Advisory Committee of Council, and communicates through the Development Services Business Unit. The Committee develops, regularly updates and amends a Climate Action Plan that builds on the goals laid out in the Term of Council Priorities. The Committee identifies, recommends, and upon Council direction, implements ongoing strategies and actions within the scope of the resources made available to the Committee by Council. The committee will educate, create awareness, and advise on how best to maintain an ecological balance in our natural environment and conserve natural resources to support the wellbeing of our community.

Responsibilities and Tasks

The Climate Action Advisory Committee will:

1. Develop a full understanding of written/stated policies and priorities that Council, various governments and local agencies currently have in place or are working on;
2. Provide recommendations and respond to requests from Town Council;
3. Identify emerging environmental issues and technologies, particularly those associated with climate warming adaptation and mitigation;
4. Identify new or changing environmental legislation, conservation, environmental sustainability, and the environment in relation to overall quality of life;
5. Identify and pursue resources such as grants, various funding opportunities, corporate sponsorships or in-kind donations;
6. Investigate and identify for Council opportunities to work with municipal partners on environmental projects and collaborations to support realization of Term of Council Priorities;

7. Provide an annual report on the accomplishments of the Advisory Committee.

Delegated Authority

The Committee is established as an Advisory Committee to Council and does not have any delegated authority for decision making or independent actions or the authority to direct staff.

The Committee is to operate within its mandate under the oversight of the Development Services Business Unit of Joint Committee of the Whole and Council. Any advice requiring implementation, reports, or staff actions must first be considered and approved by Council. Any action that significantly binds the Corporation will also require Council's approval prior to the action being taken.

Committee Composition

Committee members will be appointed by Council in accordance with the Town's Committee and Board Appointment Policy.

Council may, by resolution as and when required in order to maintain the requisite number and composition of members on the Committee, select and appoint new members to the Committee for the duration of the term in accordance with the Town's Committee and Board Appointment Policy.

Members should be reflective of the residents of Wasaga Beach and have a demonstrated knowledge base on Climate Change, the environment, and ecological matters.

The composition shall be flexible, and additional individuals or groups may be invited to join or attend meetings and provide assistance as non-voting members. The CAA Committee will generally include the following members, being not less than (5) and not more than (7) voting members:

The Advisory Committee will consist of the following:

- Up to two (2) Member of Town Council
- Two (2) Voting Members from the Wasaga Beach Climate Action Team
- Up to three (3) Voting Members of the Public

Every effort will be made to seek input and participation from the following organizations:

- Nottawasaga Conservation Authority
- Simcoe Muskoka District Health Unit
- South Georgian Bay Community Health Centre

Support to the Advisory Committee will be provided with oversight from the Director of Planning and other key Departmental staff members, as required, depending on the specific expertise required to implement the Committee's Action plan. Staff will not have voting privileges.

The Advisory Committee will also include a Chair and Vice-Chair who will be responsible for efficient meetings. The Chair and Vice-Chair will be appointed by the Committee at the first meeting. In addition, individual Advisory Committee members will be assigned to act as “champions” responsible for overseeing specific CCAC goals.

Additional staff resource people from various Town Departments may be invited to attend meetings to provide input into CCAC Plan implementation and specific goals as required, but will do so without voting privileges. Additional members of the community from other Town Advisory Committees or organizations and services may attend meetings, including but not limited to: County of Simcoe – Social Housing; South Georgian Bay Community Health Centre; Healthy Community Network Advisory Committee, Accessibility Advisory Committee; Housing Task Force; but will do so without voting privileges. Members of the public may attend meetings as guests to observe meetings but without voting privileges.

Term of Office

1. The term of the members of the Committee shall be four years coinciding with the term of the Council that has made the appointment.
2. A Community member may apply for a re-appointment for any number of consecutive or non-consecutive terms.
3. Resignations from the Committee must be in writing to the Committee Chair and Town Clerk.
4. The advertising of vacancies and appointments will be in accordance with the policies and practices adopted by Council from time to time.

Governance

The Climate Action Advisory Committee shall be subject to the rules of the Town's Procedural By-Law, as amended, and shall adhere to Town policies and procedures including the Code of Conduct.

Meetings

Meetings to occur at the call of the chair or as determined by the Advisory Committee, with a minimum of four (4) meetings per year.

Committee members are expected to attend all regularly scheduled meetings and may do so virtually in the case of a hybrid meeting format. In the event that a member is unable to attend a meeting, the member must contact the Chair in advance and advise him or her.

Further, Committee members are expected to:

- Arrive prepared and on time;
- Provide input to meetings in advance if unable to attend;
- Focus on the issues, not personal feelings and/or positions;
- Support decisions made by the Advisory Committee through due process and communicate the Committee's position to the public if required;
- Uphold confidentiality and the Town's Code of Conduct.

The Advisory Committee shall follow the provisions of Town Council's Procedural By-law as it relates to the function of committees.

Quorum

Quorum is as defined in the Town's Procedural By-law.

Voting

Any motion on which there is a tie vote shall be deemed to be defeated.

Role and Responsibilities of Members

Advisory Committee Members shall:

1. Attend and actively participate in all meetings.
2. Work with other members to attempt to reach consensus on decisions and recommendations consistent with Term of Council Priorities and Committee mandate.
3. Adhere to the Committee's Terms of Reference, the Town of Wasaga Beach's Procedural Bylaw, the Council/Committee Code of Conduct and any other bylaws, policies or procedures that apply to Council members.
4. It is preferable, but not mandatory that the Advisory Committee is available by e-mail to review relevant information and documents.
5. In addition to regular member responsibilities, the Chair, the Vice-Chair, and the Secretary (Staff Liaison) will have the following responsibilities:
 - The **Chair** of the Advisory Committee shall preside over all meetings of the Committee and shall assist the Advisory Committee in reaching a majority decision on fundamental policy issues of concern to the Council.
 - The **Vice-Chair** shall assume the authority and perform all duties of the Chair in the absence of the Chair.
 - The **Secretary** shall record the minutes of all meetings and will be responsible for the circulation of the minutes once the meeting has concluded.

Advisory Committees of Council Agenda

The Committee Secretary shall have prepared and printed for the use of the Members at Advisory Committee meetings, an Agenda under the following headings utilizing the established template provided by the Town:

1. Call to Order
2. Land Acknowledgment
3. Disclosure of Pecuniary Interest
4. Minutes of Last Meeting
5. Deputations/Presentations
6. Unfinished Business

7. Sub-Committee Reports, if any
8. New Business
9. Items for Future Meetings
10. Date of Next Meeting
11. Closed Session (as required)
12. Reports from Closed Session (as required)
13. Adjournment

Communication and Reporting

Unless otherwise directed by Council, the minutes of all Advisory Committee meetings will be presented to the Joint Committee of the Whole and Council, for information.

For decisions of Council, the Advisory Committee shall provide advice, through a Staff Report, to the Joint Committee of the Whole and Council.

The Advisory Committee will submit an annual report at the beginning of each New Year outlining the Advisory Committee's accomplishments in the previous twelve months, and its work plan and projects for the coming year.

Finances

Routine administrative costs associated with the work of the Committee will be allocated from the Committee's annual budget.

The annual budget for the Advisory Committee will be the responsibility of the Director, Planning Services. The Chair will work with the Director, Planning Services to prepare the annual budget for Council's approval. The budget will reflect the Committee's upcoming year's operating and capital needs, in keeping with budget directions, timelines, and in keeping with Term of Council Priorities. Other community groups/organizations and various service providers may contribute capital funds towards the Advisory Committee budget.

Expenditures are approved by the Director, Planning Services.

Review and Update of the Terms of Reference

The Terms of Reference are established and approved by Town Council. Additions or alterations may be proposed by the Advisory Committee but must be approved by Town Council.

Rules of Procedure for Committees

Where a conflict exists between this Terms of Reference and Council's Procedural Bylaw as it applies to Advisory Committees, the Procedural By-law provisions shall apply.

Resources

Procedural By-Law

Municipal Act

Code of Conduct

Appointment to Boards/Committees Policy

Conflict of Interest Act

Robert's Rules of Order

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

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