



# Environment & Climate Advisory Committee

## Terms of Reference

**Revision Date:** 2022-12-20

**Effective Date:** 2022-12-20

**Next Revision Date:** 2026

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### 1.0 Introduction

The Municipal Act authorizes a municipal Council to establish or dissolve Boards or Committees. The Council of Hamilton Township has established an Environment and Climate Advisory Committee.

### 2.0 Mandate

The purpose of the Environment and Climate Advisory Committee is:

- To promote the protection, maintenance and awareness of the natural environment within the Township of Hamilton; and
- To provide advice concerning environmental and climate policy, planning, and actions to be undertaken by the Township concerning climate change, climate adaptation, and other environmental matters within municipal jurisdiction.

### 3.0 Responsibilities of the Environment & Climate Advisory Committee

- To review and provide recommendations to Council for reducing by 2030, Township generated Greenhouse Gas (GHG) emissions by 30% less than the 2005 levels as outlined by the Partners for Climate Protection Program of the Federation of Canadian Municipalities.
- The identification and recommendation of new or existing programs, approaches or policies relating to the environmental protection and enhancement of natural resources and systems within the Municipality.
- The identification and recommendation of community outreach activities which support the growth of environmental awareness and appreciation in the Municipality. This includes providing assistance with and support for the



implementation of education programs and for special events relating to environmental matters.

- Consider and advise on climate change impacts in the Township of Hamilton and ways to adapt to and mitigate these impacts, which may include proposing plans and programs for improvement and promotion of air quality and renewable energy and to assist municipal staff and the community during heat waves, floods, storms, droughts, etc.
- Advise on environmental policy directions pursued by the Municipality, in addition to the review of current or proposed Federal and Provincial policies, legislation and/or regulations relating to the environment.
- Consider and advise on matters relating to climate change and environmental adaption within the Municipality, having particular regard and commitment to long term economic, cultural and social well-being of the community and its stakeholders.
- Other related environmental and climate matters as referred to the Committee by Council or recommended to Council by the committee.

#### 4.0 Composition of the Committee

The Committee will be appointed by Council, following a municipal election. The Committee shall be appointed to serve for the term of council and be composed of:

- Two (2) Council members
- A minimum of five (5) members-at-large and a maximum of seven (7) members-at-large, who are qualified to be elected as members of Council. Members-at-large are appointed by Council following a recruitment process.
- One (1) staff liaison (Municipal Clerk or designate) – no voting privileges.

#### 5.0 Role of the Committee

The committee shall endeavour to meet six (6) times a year, with all meetings open to the public, except that legal, personnel and land acquisition/disposition matter may be discussed in-camera. If it is not necessary to meet this often or if it is necessary to meet more frequently, meetings shall be held at the call of the chair in consultation with the staff liaison.

Membership on the committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:



- At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.
- Attend regular scheduled meetings. Members are required to notify the Chair or staff liaison if they are unable to attend;
- Review all information supplied to them;
- Prepare information for use in the development of materials for the Committee;
- Promote the role of Committee;
- Offer input to committee reports to Council;
- The Committee shall keep in touch with other community groups that are interested in environmental and climate adaptation within the Township and may seek advice and input from staff, other organizations, and stakeholders.
- The Committee will review the Terms of Reference during its term, bringing forward any suggested changes to recommendations to Council for consideration.
- The Committee shall report annually to council the work they have undertaken each year and their plans for the coming year.

The Committee will review the Terms of Reference during the final year of its term, bringing forward any suggested changes to recommendations to Council for consideration.

## 6.0 Role of Staff

The Committee will receive administrative support from township staff, including meeting preparation, recording and distributing minutes to committee members and Council, and communicating Committee recommendations to Council and other relevant stakeholders.

Staff will provide required support to the Committee for the purposes of providing background information associated with policy and process.

## 7.0 Role of Council

The Council shall appoint the members-at-large and provide funds where applicable to an approved budget. The Council appointed representative will represent committee at Council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the Municipal Clerk



## 8.0 Conflict of Interest

It is the individual responsibility of each Committee member to determine if there is a potential for pecuniary interest, to declare any conflicts and to refrain from discussion or voting on the matter. An example of pecuniary interest would be that a request from a user or other group comes forward and a Township Board / Advisory Committee member also holds a voting position on that group. The Municipal Conflict of Interest Act is available on-line at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca), or a copy can be obtained from the Township Office. It is not the responsibility of Township Staff to advise on matters of conflict, rather it is up to individual members to determine if a potential for conflict exists.

## 9.0 Meeting Protocol

- A majority of the members present constitutes a Quorum.
- All meetings shall be open to the public, except where authorized to be closed under the Municipal Act or any other Act.
- Meetings shall not exceed 2 hours in length.
- Meetings shall follow a written agenda, and minutes shall be kept which accurately reflect the recommendations of the Committee. Minutes shall be reported directly to the Committee members and Council. Committee recommendations that require support and / or direction shall be presented to Township Council for consideration.
- An agenda will be prepared and distributed by staff to members prior to meetings. Members will review the agenda and supporting information to be prepared to fully participate and be knowledgeable on all items to be discussed at the meeting.
- The Committee will make recommendations based on consensus. In the event consensus cannot be reached, the Committee will vote with a Resolution moved and seconded, with majority vote prevailing.
- The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Committee.

## 10.0 Absenteeism

Unusual absenteeism will be addressed through the Mayor and the Municipal Clerk, if necessary, for any member of the Committee. Consistent unexplained absenteeism could lead to the committee member being removed from the committee by Council.



## 11.0 Resignation

Any resignation of a member of the Committee shall be tendered to the Municipal Clerk in writing. The name of a replacement member shall be obtained through the public appointment process. When approved by Council, the new appointee shall serve the remainder of the vacant term.

## 12.0 Cross-Reference

- Council Report CD2022-23: Advisory Committees – 2022-2026 Term
- Council Report CD2022-28: Advisory Committees – 2022-2026 Term (Part Two)

## 13.0 Revision History

Date	Changes
2022-12-20	Minor clerical, staff roles / positions updated. Committee name changed from “Environment and Climate Change” to “Environment and Climate”