

# Corporation of the Township of Hamilton

## Environment and Climate Change Advisory Committee



### Terms of Reference

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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 Change Advisory Committee.

#### **Mandate**

The purpose of the Environment and Climate Change Advisory Committee is to promote the protection, maintenance and awareness of the natural environment within the township community, and to provide advice concerning environmental and climate change policy, planning, and actions to be undertaken by Township of Hamilton Council and staff concerning climate change and other environmental matters within municipal jurisdiction.

#### **Responsibilities of the Environment and Climate Change Advisory Committee**

- To review the suggested GHG reduction measures and provide a public review of measures put forward to reach the target of a 30% reduction in GHG emissions below 2005 levels by 2030 as part of recommendations from the Partners for Climate Protection program of the Federation of Canadian Municipalities.
- The identification and implementation 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 implementation 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.
- Educational and/or outreach to the public regarding climate change and the work of the Advisory Committee and the Township of Hamilton relating to climate change.
- Consider and advise on climate change impacts in the Township of Hamilton and ways to adapt to and mitigate these impacts, which may include items relating to reducing emissions of greenhouse gases with related improvements in air quality and promoting the use of renewable energy within the Municipality.

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- 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 additional measures to address climate change, including any plans, studies and initiatives related to the environment.
- Consider and advise on matters relating to environmental 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 change matters as referred to the Committee by Council or initiated by the committee.

### **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 Council members
- The Environmental Officer, Northumberland County (non-voting)
- **Not less than 5 nor more than 7 citizens** in the Township of Hamilton
- Recording Secretary: Municipal Clerk or designate

### **Role of the Committee**

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

- Designate a Chair and Vice-chair;
- Attend regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated staff representative 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;

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- Offer input to committee reports to Council;
- 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 Municipal Clerk.

#### Role of Staff:

The Municipal Clerk or designate will act as resource to the committee with no voting rights.

- 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.

#### Role of Council

The Council shall appoint the members-at-large and provide funds where applicable to an approved budget. The Council appointed representative(s) will represent committee at Council to disburse information. Should an issue arise that cannot be resolved, the Chair shall contact the CAO. If the issue is still not resolved, the Chair may, through the CAO, ultimately request a meeting with Council.

#### Meeting Protocol:

The Committee shall endeavour to meet six times a year. 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 Municipal Clerk.

At the Committee's first meeting of the term, a Chair and Vice Chair will be selected. These offices will be reviewed mid-term.

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

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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 Committee shall keep in touch with other community groups that are interested in cultural and historical activities within the Township and may seek advice and input from staff, other organizations, and stakeholders. ADDED

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

ADDED - The Committee shall report annually to council the work they have undertaken each year and their plans for the coming year.

The Township of Hamilton's Procedural By-law shall govern the proceedings and activities of the Environment and Climate Change Advisory Committee.

### 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/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.

### Quorum

A majority of the members present constitutes a Quorum.



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**Absenteeism**

Unusual absenteeism will be addressed through the Chair and Mayor, if necessary, for any member of the Committee.

**Resignation**

Any resignation of a member of the Committee shall be tendered to the Chairperson in writing who will advise Council through the minutes of the committee. 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.