



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
2019-M-031

Staff
 Committee

Subject:	Terms of Reference for the Climate Change Action Ad Hoc Committee
Agenda Date:	January 24, 2019
Attachments:	Terms of Reference

RECOMMENDATION

That Council receive Memo 2019-M-031; AND FURTHER THAT Council approve the Terms of Reference for the Climate Change Action Ad Hoc Committee and direct Staff to advertise for members.

INFORMATION

An unregistered presentation by J. Guoin was held on December 13, 2018 requesting that Council consider the creation of a Climate Change Action Ad Hoc Committee. Council passed resolution No. 19-63 for Staff to create the Terms of Reference for the Climate Change Ad Hoc Committee for Council's consideration at the January 24, 2019 regular council meeting.

The draft Terms of Reference are attached for Council's consideration.

Prepared by:

Reviewed by:

Tammy Lepage, Planning Clerk/Deputy Clerk
Name, Position

Craig Davidson, Treasurer Administrator
Name, Position



TERMS OF REFERENCE

FOR THE CLIMATE CHANGE ACTION AD HOC COMMITTEE

Purpose

The purpose of the committee is to develop a Municipal Climate Change Action Plan and providing advice to Council regarding the positive and negative impacts of provincial & federal legislation, policies & programming related to climate change.

Committee Roles

The Committee will:

- The committee's role may focus on exploring and identifying opportunities for municipalities by recommending resources, tools, etc. that municipalities can use to mitigate climate change or take advantage of provincial/federal legislative changes;
- Provide recommendation to Council based on the discussion, comments received and information obtained through the committee;
- The development, implementation and progress of a Draft Municipal Climate Change Action Plan for the Municipality of Temagami;
- Reviewing additional measures to address Climate Change; and
- Reviewing Climate change funding avenues.

Background

An unregistered presentation by J. Guoin was held on December 13, 2018 requesting that Council consider the creation of a Climate Change Action Ad Hoc Committee. Council passed resolution No. 19-63 for Staff to create the Terms of Reference for the Climate Change Ad Hoc Committee for Council's consideration at the January 24, 2019 regular council meeting.

Committee Members

The committee shall be comprised of six (6) members, each with 1 vote, appointed otherwise directed by Council, who shall serve without compensation as follows:

- one (1) member of Council
- five (5) community members
- Members of the committee ideally should demonstrate their leadership and/or commitment for the betterment of the environment within our community.
- Consideration will be given to include representatives from all five neighbourhoods with expertise in relevant areas such as: Climate Change, energy, brownfields, community planning.
- The staff member shall be assigned to the Committee, as a non-voting member for the purpose of information, guidance and minute taking.

The Committee shall be dissolved once Council has received the finalized Climate Change Action Plan by resolution.

Meetings

Members of the Committee shall meet, in person or through teleconference, as needed to make recommendations and create a comprehensive plan. Members of the committee shall select a person from amongst their members to act as Chair for the meetings.

As per the Procedure By-Law 17-1365 As Amended s. 19.6 Ad-Committee's must follow requirements for: notice of meetings, meetings open to the public; and records of meetings as follows:

- All meetings shall be held at the call of the Chair.
- A staff person shall keep minutes of the meetings, which shall include the time and place of the meeting, those in attendance (including by remote means), the general nature of discussion and any recommendations to Council. Although formal motions shall not be required, they may be used as deemed advisable by the committee.
- All committee meetings shall be open to the public to observe.
- Notice of meetings shall be made at least 48 hours in advance of such meeting and shall be posted on the Municipal website and on the bulletin board in the lobby of the Municipal Office.
- A quorum, being more than 50% of the members of the committee, is required to be present in order to hold a committee meeting.
- Staff will be assigned by the Clerk's Office to assist with minute taking and/or report preparation.

Timing

The Municipality wishes to complete the Climate Change Action Plan within a one year term. The Committee members will be appointed as early as possible.

Recommendations

The Committee shall make all their recommendations in writing to Council. The recommendations shall be received by resolution at a regular council meeting, but may or may not be adopted by Council. The completed Climate Change Action Plan will be submitted to council for final approval and will have been compiled following the parameters and guidelines as specified above.