

THE CORPORATION OF THE TOWNSHIP OF BILLINGS

BY-LAW 2020-##

SCHEDULE A

TERMS OF REFERENCE

CLIMATE ACTION COMMITTEE

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1. CONTEXT

- (1) With sustainability as a strategic priority, the Township of Billings is developing a Climate Action Plan (CAP) with the assistance of a hired Climate Change Coordinator. Billings's plan will help to reduce greenhouse gas emissions on both a corporate and community level. The Climate Change Coordinator will be facilitating this project until the end of February 2021, with the goal of developing and beginning to implement a plan that will ensure continued reductions in greenhouse gas emissions well beyond that time.

2. ROLE OF THE COMMITTEE

- (1) The Climate Action Committee (the "Committee") shall oversee the development of the CAP and assist with implementation, in order to ensure that:
 - i. the actions included work well for everyone in the community
 - ii. there is widespread participation from community members
- (2) The Committee shall advise council on actions they can take to support the objectives of the CAP, including actions related to both corporate assets/operations and support for community emissions reductions.
- (3) In providing advice to council, the Committee shall have regard for the township's Strategic Plan, the mission statement for which states:

"Billings Township is a vibrant community where new people are excited to relocate and existing residents are happy to stay because of the sustainable economy, the artistic and cultural diversity, and the beauty of the environment. Guided by the vision of its citizens, Billings Township is a safe and progressive community that practices environmental responsibility, provides dependable services, and maintains its rich cultural heritage."

3. COMMITTEE STRUCTURE

- (1) The Climate Action Committee is hereby established as an ad hoc committee, lasting the remaining length of the Climate Change Coordinator's contract, until the end of February 2021. The Committee is comprised of the following members as appointed by council:
 - i. one (1) member of council, sitting as Chair;
 - ii. up to four (4) members of the general public;
 - iii. up to one (1) high school student, as a non-voting member;
 - iv. Mayor sitting *ex officio*, with voting privileges when present;
 - v. The Climate Change Coordinator, to lead relevant portions of discussion, assist in committee administration, keep minutes, and act as a resource person/liaison.

4. APPOINTMENT OF MEMBERS

- (1) All Committee appointments shall be made by council, following an advertised application process.
- (2) Council shall make all Committee appointments by resolution, whether appointing council members or public members.

- (3) The Mayor shall be an *ex officio* member of the Committee, with voting privileges when present.
- (4) A Council member shall sit as Chair for all standing advisory and statutory Committees, unless otherwise noted in the Committee terms of reference.
- (5) Any eligible elector in the Township of Billings is entitled to apply for appointment to a Board or Committee and such appointment, subject to any statutory limitations, and/or removal is at the sole discretion of council.
- (6) Where possible, appointments to this Committee made by council shall be for the term of this ad hoc Committee, from __ (ASAP following council approval) to February 28th 2021.
- (7) When selecting Committee members, council will seek individuals who:
 - i. have good knowledge of the community and are committed to finding solutions that work well for everyone
 - ii. are deeply interested in ambitious local climate action and are committed to seeing implementation through
 - iii. are eager to engage with both council and the public, in a manner respectful of the due process by which all municipal actions must abide
 - iv. represent the diversity in Billings's population, taking age, ethnic/cultural background, and gender into account

5. CODE OF CONDUCT FOR MEMBERS AND OTHER APPLICABLE POLICIES

- (1) At the beginning of their term, Committee members shall be required to review the following Acts and policies and confirm such review by submitting a signed acknowledgement to the Clerk within 30 days of appointment:
 - the Code of Conduct for Members of Council and Local Boards of the Township of Billings
 - the *Municipal Conflict of Interest Act*
 - the Township of Billings Procedural By-law
 - the Township of Billings Workplace Harassment, Discrimination and Violence in the Workplace Policy
 - the Township of Billings Council-Staff Relations Policy
 - the Township of Billings Accountability and Transparency Policy
 - The Township of Billings Procurement Policy
 - the Township of Billings Health and Safety Policy
- (2) All Committee members shall comply with the provisions of the Code of Conduct for Members of Council and Local Boards of the Township of Billings at all times for the duration of their appointment to the Committee and thereafter for any ongoing obligations in relation to confidentiality or otherwise.
- (3) All Committee members shall comply with the provisions of all other applicable Acts and policies, including but not limited to:
 - the *Municipal Act*
 - the *Municipal Freedom of Information and Protection of Privacy Act*
 - the *Occupational Health and Safety Act*
- (4) Members shall disclose any pecuniary interest to the chair, and shall absent herself/himself from meetings for the duration of the discussion and voting (if any) with respect to that matter.
- (5) No individual member nor the Committee as a whole, has the authority to make direct representations

of the township to Federal or Provincial governments.

6. AGENDAS AND MINUTES

- (1) The Committee shall prepare agendas generally in accordance with the format and notice requirements for council agendas, as set out in the Township's Procedure By-law.
- (2) Agendas shall be prepared by the Chair with the assistance of the Climate Change Coordinator.
- (3) The Committee shall prepare minutes in a form as approved by the Clerk.
- (4) Committee meeting minutes shall be submitted to the Clerk for inclusion in the next regular council meeting agenda package for receipt.
- (5) Committee agendas and minutes will be posted on the township website by the Clerk.

7. COMMITTEE REPORTING AND FINANCE

- (1) Any recommendations made by the Committee shall be in the form of a written report.
- (2) Any ideas generated by the Committee that would require a commitment from council shall be submitted to council as a resolution to seek council's approval of further research being done on the topic by Committee members, before this work takes place.
- (3) The Committee will prepare an annual work plan and budget request to submit to the Treasurer in accordance with the annual budget timetable.
- (4) Any expenditures by the committee will be approved by council during the annual budget process or otherwise in accordance with the township's Procurement By-law.

8. MEETING TIMES AND PROCEDURES

- (1) The Committee shall meet monthly at the Kagawong Park Centre, at a consistent day and time to be established by the Committee, aiming to reduce commutes potentially by setting the time as the end of the workday.
- (2) The Committee shall establish a meeting schedule for the year during their first meeting of the year.
- (3) Meetings may be cancelled and/or rescheduled if necessary, as determined and announced by the Chair.
- (4) Meetings shall follow the provisions of the township's Procedure By-law, including notice and agenda requirements.
- (5) Committee members will respect the requirements of the *Municipal Act* and the township's Procedure By-law.

9. ATTENDANCE

- (1) No Committee member shall miss three (3) or more consecutive meetings without prior approval from the Chair and council.
- (2) All requests for permission to be absent from three (3) or more consecutive meetings will be submitted to the Chair and council in writing.

10. RESIGNATION AND TERMINATION

- (1) A Committee member shall be deemed to have resigned where:
 - i. The member delivers written notice of resignation to the Chair and council; or,
 - ii. The member is absent from three (3) consecutive meetings without prior approval from the Chair and council.
- (2) Council will provide notice of termination in writing.
- (3) Council may terminate any Committee appointment for just cause.
- (4) Without limiting the generality of the foregoing, council may terminate the appointment of a Committee member where:
 - i. The member has been absent from three (3) or more consecutive Committee meetings without obtaining prior approval from the Chair and council;
 - ii. The member has been found by council to have engaged in conduct in breach of the Code of Conduct for Members of Council and Local Boards of the Township of Billings; or,
 - iii. The member has been found by council to have engaged in conduct that council considers inappropriate.

11. REVISIONS TO TERMS OF REFERENCE

- (1) Council will consider revising the Terms of Reference (TOR) for this Committee towards the end of the Climate Change Coordinator's contract (February 2021), to reflect whether the Committee may have a role beyond that time, such as ensuring the continued implementation and updating of the CAP.
- (2) Council may, at its discretion, revise the Terms of Reference (TOR) for this Committee at any time by by-law.
- (3) Any revisions proposed to these TOR shall be presented to council through an appropriate report.
- (4) The committee may be dissolved by a resolution of council.